



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor E Cooper**
Town Clerk: **Clare Evans**

Tel: 01582 708540
e-mail: info@houghtonregis.org.uk

14th October 2024

To: Members of the Community Services Committee

Cllrs: E Costello (Chair), P Burgess, E Cooper, Y Farrell, T McMahon, A Slough, C Slough

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Community Services Committee** to be held at the Council Offices, Peel Street on **Tuesday 21st October 2024 at 7.00pm.**

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

Clare Evans
Town Clerk

**THIS MEETING MAY
BE RECORDED ***

Agenda

- 1. APOLOGIES & SUBSTITUTIONS**
- 2. QUESTIONS FROM THE PUBLIC**

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

**Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.*

The use of images or recordings arising from this is not under the Council's control.

3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

4. MINUTES

Pages 4 - 7

To approve the minutes of the meeting held on 22nd July 2024.

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 22nd July 2024 and for these to be signed by the Chairman.

5. KEY PARTNERS - ANNUAL REVIEW OF EXISTING

Pages 8 - 30

Consideration process

Representatives from these organisations have been invited to the meeting to present their annual review / update.

Members are reminded that Key Partner status has been awarded to these organisations for the financial years 2024/25, 2025/26, 2026/27 and 2027/28.

If members have any queries ahead of the meeting about the process or any specific queries about an application, please get in touch with the Community Services Manager. Members can inspect supporting information provided by the applicants upon request.

The following summarises the amount of the Key partner award:

Dunstable & District CA	£2,612.50
SORTED	£1,100
Keech Hospice Care	£2,750
South Beds Dial A Ride	£1,375
Houghton Regis Memorial Hall	£2,200
Full House Theatre	£2,750
Community Link Project – Singing Care Initiatives	£2,200

Recommendation: To approve the release of funding as detailed for the financial year 2024/25.

6. PROJECT GRANT SCHEME

Pages 31 - 49

Members are advised that the following applications have been received for Project Grants.

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount Requested</i>	<i>Brief description</i>
Parkside over 50's Club	£1023.50	£700	A trip for participants to the theatre or similar
Houghton Regis Ladies Group	£1000	£800	An outing to a national trust location, a spring workshop for flower arranging and a Christmas craft workshop.
The Children's Society	£899	£719	Gaming Table for Youth Club
Dunstable Hunters Pickleball Club	£640	£512	New Nets for pickball will increase participation from Houghton Regis residents.

Members are advised that £3,200 remains in this budget for 2024/25

Recommendation: **To approve the Project Grant applications as follows:**
Parkside Over 50's Club - £700
Houghton Regis Ladies Group - £800
The Children's Society - £719
Dunstable Hunters Pickleball Club - £512

7. HRTC GRANT SCHEME

Pages 50 - 71

For members to discuss the renewal of the Grant scheme, taking into consideration that this meeting occurs before the budget-setting process.

Recommendation: **For members to discuss a comprehensive review of the grant scheme covering the next five years, while keeping in mind that the budget is set before the Grants meeting.**

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HOUGHTON REGIS TOWN COUNCIL

Community Services Committee

Minutes of the meeting held on

22nd July 2024 at 7.00 pm

Present: Councillors: E Costello Chairman
P Burgess
Y Farrell
T McMahon
A Slough
C Slough

Officers: Ian Haynes Head of Environmental &
Community Services
Tara Earnshaw Community Services Manager
Amanda Samuels Administration Officer

Other: J Carroll

Public: 0

Apologies: Councillors: E Cooper

12909 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Cooper.

12910 QUESTIONS FROM THE PUBLIC

None.

12911 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12912 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice Chair for Community Services Committee for 2024/25.

Nominee: Cllr C Slough Proposed by: Cllr Farrell
Seconded by: Cllr A Slough

Nominee: Cllr McMahon Proposed by: Cllr Burgess
Seconded by: Cllr McMahon

A recorded vote was requested:

Those in favour of electing Cllr C Slough as Vice-Chair: 3
Those in favour of electing Cllr M McMahon as Vice-Chair: 2

Accordingly, Cllr C Slough was duly appointed as the Vice-Chair of the Community Services Committee.

12913 MINUTES

To approve the minutes of the meeting held on 8th April 2024

Resolved: To confirm the minutes of the Community Services Committee meetings held on 8th April 2024 and for these to be signed by the Chairman.

12914 HRTC YOUTH SERVICES

Members were provided with an update on recent youth and community work.

- The Youth Council currently has 14 members. Some were expected to leave, but there was interest from younger people to start in September.
- The High Sheriff of Bedfordshire, Bav Shah, enjoyed the #KnifeFreeHoughton event organised by the Youth Council.
- The Youth Café was still progressing well and had an enhanced experience at a restaurant.
- YIF funding supported a sailing residential trip, boxing sessions, and six weeks of scooter/BMX coaching sessions.
- Skate Jam took place on the 22nd of July.
- There were plans to arrange an enhanced session in Corby.
- A boxing session had taken place at Luton Town Boxing Club.
- Open access sessions have taken place at the Houghton Regis Baptist Church and Sandringham Community and Enterprise Hub.
- Multi-sports were scheduled over a 4-week period at Parkside Recreation Ground.
- A schedule of summer activities had been planned and promoted.
- The Later Living Group (LLG) was increasingly popular, and members requested that meetings be increased from one to two sessions per month.

Members questioned whether more graffiti events were planned or could be arranged. Officers agreed that this would be reviewed and, where possible, another graffiti session could be arranged, and potential sites for temporary graffiti walls would be identified. This would be followed up.

Members also questioned whether there were opportunities for the youth group and the LLG to participate in joint events. It was confirmed that intergenerational events had taken place, and officers raised concerns that timings could be an issue. However, this will be reviewed and followed up.

Members requested an update on the Shop Local initiative. Members were advised this would require continued engagement to rebuild relationships post-lockdown and to get shops involved. While Shop Local merchandise was included in the resident packs, further action would be needed to reinforce the message, as it has been over three years since restrictions were lifted. Officers will provide a written update at the next committee meeting.

12915 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group	14th March '24 and 25th April '24
Combating Crime Working Group	20th March '24, 17th April '24 and 15th May '24.

A discussion followed regarding the purchase of electric bikes, and officers confirmed that the Combating Crime Working Group and, therefore, the parent committee members are awaiting further information from Bedfordshire Police before a formal decision can be made.

It was confirmed that the dates on page two of the signed Combating Crime Working Group minutes of 17th April 2024 were incorrect, and these would be corrected.

Resolved: To receive the Minutes detailed above.

12916 COMMUNITY SERVICES COMMITTEE FINANCIAL REPORT 2024/25

In accordance with the Committee's functions, a periodic review of its income and expenditures should be undertaken. Members were provided with the budget report for the Community Services Committee alongside the Budget Explanation.

12917 INCOME AND EXPENDITURE REPORT

Members were provided with the income and expenditure report, with appropriate commentary, for the Community Services Committee to date. This was accurate as of 16th July 2024.

12918 THE DELIVERY OF YOUTH SERVICES FROM APRIL 2025

Members were advised that the YIF funding would end in March 2025, and this would have a significant impact on the provision of youth services. Post-funding, there were three options:

1. To revert to previous provision levels at a cost of approximately £10,000
2. To continue with what HRTC had been providing with YIF but remove the enhanced sessions, residential events and additional coaching. This would be budgeted at £50,000 in addition to the sum from option 1. Costs going forward should be planned as part of a 5-year programme.
3. Examine what YIF-funded events had proved most successful and look to enhance this. This would involve a restructure of the youth work team and would include a full-time qualified youth worker to manage future provision, including the line management of the two youth lead workers. The two lead youth workers would, in turn, manage the youth support workers. This would increase the capacity of the Community Services Manager and allow them to undertake more strategic work. It would also involve enhanced partnerships with schools, other youth service providers, stakeholders and CBC. This would allow four evening and two afternoon sessions a week. HRTC could also look to enhance delivery by seeking extra funding and recruiting an apprentice youth worker. This would have an impact on precept of £80,000.

It was agreed that more advertising, involvement with schools and engagement was needed to encourage participation in youth service events.

Members were informed that HRTC could circumvent some of the limitations imposed by funders by providing funding itself.

Members were encouraged to consider a longer-term plan for the delivery of youth work and were unanimously in favour of option 3

Resolved: It is recommended that Members consider option 3, as described within the report, to continue the future development of youth services in Houghton Regis Town Council and include it in the emerging budget for 25/26.

12919 CORPORATE PEER CHALLENGE ACTION PLAN

At its meeting on July 16, 2024, the Town Council endorsed the Corporate Peer Challenge Action Plan. In doing so, the Community Services Committee was allocated a number of small projects to be funded through general reserves.

The two projects that would be delivered first were:

- Improve the HRTC communications strategy
- Develop a plan to create community centres – in the town centre and all estates

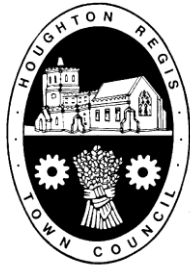
To ensure a prompt commencement of these projects, Members were asked to delegate authority to the Head of Environmental & Community Services to deliver these projects in liaison with the Committee Chair and Vice-Chair, who would agree on the required detail and scope.

Resolved: To delegate authority to the Head of Environmental & Community Services to deliver these projects in liaison with the Committee Chair and Vice-Chair, who will agree on the required detail and scope

The Chairman declared the meeting closed at 7.44 pm

Dated this 30th day of September 2024

Chairman



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2024 – March 2028

2025-2026

Name of Organisation

Dunstable and District Citizens Advice Bureau

Contact Details

Name

Judy Atkinson

Position

Chief Officer

Address

The Dunstable Centre, Court Drive, Dunstable

Post Code: LU5 4JD

Telephone Number:

01582 665629

Email Address:

chiefofficer@dunstable.cabnet.org.uk

Website Address:

www.dunstablecab.org.uk

Renewal Information

Are the details supplied in your original application to become a Key Partner still valid and correct?

Yes / No

If no please update:

Please outline the work your organisation has undertaken in the last 12 months?

Residents of Houghton Regis have been heavily affected by the cost of living crisis and we have seen a huge increase over the last 12 months of the residents accessing our services.

There is a lot of deprivation in the Houghton Regis area and because of this we have noticed that we are helping clients with numerous different issues such as benefits, debt, employment, housing and family breakdown. Therefore, we would need to repeatedly see clients to be able to follow up on their issues and to be able to provide them with enough time to tackle each issue.

We have seen a huge increase in clients claiming benefits such as Universal Credit, Personal Independence Payment, blue badge, Attendance Allowance, Carers Allowance and Pension Credit. Due to the complexity of the forms we have noticed that the residents require extra support due to their reading and writing ability.

We have also seen a rise in homelessness and supporting residents get on to the housing register, this takes time with uploading documents and filling in online for clients.

We have also supported with foodbank vouchers and the household support fund from CBC.

We regularly perform benefit checks and fill in complicated forms to assist the clients.

We hope to continue to be able to provide these services with the funding as unfortunately we do not see the situation easing.

Approximately how many people accessed your organisations services over the last 12 months:

	Total number	2,624
	Number of Houghton Regis residents	902

How have you used the funding awarded from the Town Council over the last 12 months?

We have been able to use the funding to continue supporting the residents in Houghton Regis

Do you anticipate any changes within your organisation over the next 12 months that will impact on the work your organisations carries on in the community or on the services your organisation offers?

The only change being that we are very busy supporting the community of Houghton Regis.

Please confirm your award amount: £ 4,000.00

Is the amount awarded still required?

Yes / No

If no please advise the lower amount required:

Payment Details

Account title

Dunstable and District Citizens Advice Bureau

Account number

Sensitive data has been removed
from this section

Bank / building society name
and address

Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

Declaration

Please sign this form to confirm that:

- **The information supplied is full and correct to the best of your knowledge;**

Signed

**Name
Position
Date**

Judy Atkinson
Judy Atkinson
Chief Officer
7th October 2024



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2024 – March 2028

2025-2026

Name of Organisation

Sorted Counselling Services

Contact Details

Name

Andy Perry

Position

Director

Address

Chiltern House, 81 High Street North, Dunstable,
Bedfordshire

Post Code: LU6 1JJ

Telephone Number:

01582 674442

Email Address:

Andy.perry@sortedbedfordshire.org.uk

Website Address:

www.sortedbedfordshire.org.uk

Renewal Information

Are the details supplied in your original application to become a Key Partner still valid and correct?

Yes

If no please update:

Please outline the work your organisation has undertaken in the last 12 months?

During the period October 2023 to September 2024 the service has continued to offer free, non judgemental. Confidential counselling to children and young persons aged 10 to 25

Approximately how many people accessed your organisations services over the last 12 months:

Total number 210

Number of Houghton Regis residents 73

How have you used the funding awarded from the Town Council over the last 12 months?

The funding has been extremely helpful in supporting payments for our core costs of the service, such as staff salaries, sessional worker payments, safeguarding training for our counsellors, expenses, rent etc.

Do you anticipate any changes within your organisation over the next 12 months that will impact on the work your organisations carries on in the community or on the services your organisation offers?

No

Please confirm your award amount: £ 2000

Is the amount awarded still required?

Yes, absolutely

If no please advise the lower amount required:

n/a

Payment Details

Account title	Sorted Counselling Services
Account number	Sensitive data has been removed from this section
Bank / building society name and address	

Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

Declaration

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;

Signed

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from this section

Name

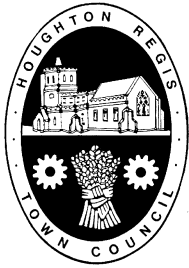
Andy Perry

Position

Director

Date

1st October 2024



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2024 – March 2028

2025-2026

Name of Organisation

Keech Hospice Care

Contact Details

Name

Harry White

Position

Trusts and Grants Officer

Address

Great Bramingham Lane
Streatley

Post Code: LU3 3NT

Telephone Number:

01582 707963

Email Address:

Harry.white@keech.org.uk

Website Address:

Keech.org.uk

Renewal Information

Are the details supplied in your original application to become a Key Partner still valid and correct?

Yes / No

If no please update:

N/A

Please outline the work your organisation has undertaken in the last 12 months?

This grant helped to fund our services for adults and children with life-limiting conditions, as well as their loved ones. In the last year we have supported over 2,000 people and 45 of these beneficiaries were residents of Houghton Regis.

We've continued to provide free specialist care to adults and their loved ones across all of Bedfordshire, and children and their loved ones across Bedfordshire, Hertfordshire, and Milton Keynes. Following the merger of Bedford Daycare Hospice into Keech last year, we've been reviewing and adapting our services to ensure we are providing the services that people need wherever and whenever they need them.

This summer saw 90 tortoise and hare sculptures take over Luton's town centre and parks for our Short Tail Trail. It was a free art trail around Luton that brought incredible designs, vibrant colours, and community spirit. The sculptures were brought together for one last time for our farewell event and will shortly be auctioned to raise vital funds for our hospice.

In the last 12 months we have also been working to improve the experience for patients who are transitioning from children's hospice services to adult hospice services. Our aim is to reduce the cliff edge that many families feel they are faced with when they transition and our dedicated transition nurse provides a contact to discuss health needs with, acts as a link between different health services, chases up gaps in services, and makes relevant referrals.

Approximately how many people accessed your organisations services over the last 12 months:

	Total number	2,142
	Number of Houghton Regis residents	45

How have you used the funding awarded from the Town Council over the last 12 months?

Thanks to your funding we have been able to provide

- Care to 90 patients on our adult in-patient unit
- 748 play sessions to 164 children
- 122 sessions of art therapy
- 230 sessions of music therapy
- Support to 352 adults through our Wellbeing Centre
- 849 sessions of palliative rehabilitation
- 3,315 visits and 1,121 calls to families in our community.

Do you anticipate any changes within your organisation over the next 12 months that will impact on the work your organisations carries on in the community or on the services your organisation offers?

No, we do not anticipate any changes which will impact our work

Please confirm your award amount: £2,750

Is the amount awarded still required?

Yes / No

If no please advise the lower amount required:

Payment Details

Account title

Keech Hospice Care

Account number

Sensitive data has been removed
from this section

Bank / building society name
and address

Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

Declaration

Please sign this form to confirm that:

- **The information supplied is full and correct to the best of your knowledge;**

Signed

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from this section

Name

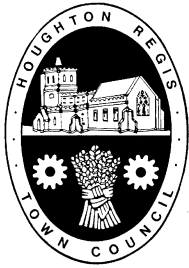
Harry White

Position

Trusts and Grants Officer

Date

01/10/2024



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2024 – March 2028

2025-2026

Name of Organisation

SOUTH BEDS DIAL-a-RIDE

Contact Details

Name

Gary Bilbrough

Position

Charity Manager

Address

The Incuba, 1 Brewers Hill Road, Dunstable,

Post Code: LU6 1AA

Telephone Number:

01582235454

Email Address:

admin@sbdar.co.uk

Website Address:

www.sbdar.co.uk

Renewal Information

Are the details supplied in your original application to become a Key Partner still valid and correct?

Yes

If no please update:

Please outline the work your organisation has undertaken in the last 12 months?

We help maintain a lifestyle for people who may otherwise suffer due to lack of Transport Solutions, whether it be shopping trips, social events or medical appointments. Low cost transport is vital in this area.

Approximately how many people accessed your organisations services over the last 12 months:

Total number = 820 SBDAR members & numerous non-members using our hospital transport services and public bus services (Period 1/10/23-30/9/24)

<p>Number of Houghton Regis residents = 60 residents of H/Regis. 1,456 journeys started in Houghton Regis. 448 journeys where Houghton Regis was the destination.</p>

How have you used the funding awarded from the Town Council over the last 12 months?

The funding helps to maintain costs passed on to passengers to be kept to a minimum (currently £3 per journey). This compares very favourably to taxi prices and provides a door to door service for people helping maintain independence and preventing social isolation.

Do you anticipate any changes within your organisation over the next 12 months that will impact on the work your organisations carries on in the community or on the services your organisation offers?

The only change I can envisage is an increase in demand for journeys. We are currently experiencing a high volume of requests from people finding public transport difficult since re-structuring the timetables earlier in the year. And hospital transportation is still problematic.

Please confirm your award amount: £__2,500 please? _____

Is the amount awarded still required?

Yes please

If no please advise the lower amount required:

Payment Details	
Account titleSouth Beds Dial-a-Ride.....
Account number	Sensitive data has been removed
Bank / building society name and address	from this section

Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

Declaration

Please sign this form to confirm that:

- **The information supplied is full and correct to the best of your knowledge;**

Signed

G. Bilbrough

Name

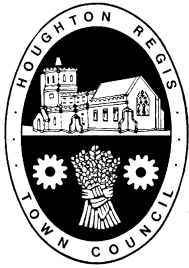
...Gary Bilbrough.....

Position

...Charity Manager.....

Date

...4th October 2024.....



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2024 – March 2028

2025-2026

Name of Organisation

Houghton Regis Memorial Hall

Contact Details

Name

Ken Wattingham

Position

Chairman

Address

The Green
Houghton Regis Beds
Post Code: LU5 5DX

Telephone Number:

07799 720767

Email Address:

chairman@houghtonregismemorialhall.com

Website Address:

houghtonregismemorialhall

Renewal Information

Are the details supplied in your original application to become a Key Partner still valid, and correct?

Yes

If no please update:

Please outline the work your organisation has undertaken in the last 12 Months?

The Trustee's have continued with their programme of building refurbishment, during this period we have undertaken major works in the toilet areas giving them a fresh new look. Our Hall and Committee room have had new windows with heat saving glass and new blinds have been fitted.

New racking has been erected in the Committee room to allow more storage space.

In the entrance to the Foyer, a bench & chairs have been placed for the hall users.

An additional Security camera has been fitted to the side of the building.

Approximately how many people accessed your organisations services over the last 12 months:

Total number 1500+

Number of Houghton Regis residents 750 +

How have you used the funding awarded from the Town Council over the last 12 months?

The two Partner Grants given in this period December 2023 & April 2024 were used as part of the extensive major refurbishment programme.

A copy of our Annual Statement is due shortly.

Do you anticipate any changes within your organisation over the next 12 months that will impact on the work your organisations carries on in the community or on the services your organisation offers?

No Majors Changes, we intend to continue serving our regular users.

Recycled Teenagers ----- U3A Ukelele Group ----- Tea Dance ----- Inspirit Martial Arts
Country & Western Dance ----- Houghton Regis Ladies Group ----- Headway ----- Bingo
Spiritual Church ----- U3A Sequence Dance ----- Dunstable Dance -----
Phoenix Dance Group

Please confirm your award amount: £ 2000

Is the amount awarded still required?

Yes

If no please advise the lower amount required:

Payment Details

Account title

Houghton Regis Memorial Hall Fund

Account number

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Bank / building
society name and
address

from this section

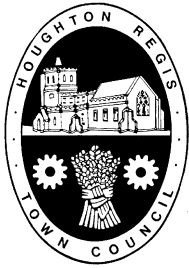
Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

Declaration

Please sign this form to confirm that:

- **The information supplied is full and correct to the best of your knowledge.**

Signed	Ken Wattingham
Name	Ken Wattingham
Position	Chairman
Date	1st October 2024



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY
Tel: 01582 708540 Email: info@houghtonregis.org.uk

APPLICATION TO BECOME A 'KEY PARTNER'

April 2024 – March 2028

Name of Organisation

Full House Theatre

Contact Details

Name

Harriet Hardie

Position

Creative Director

Address

12 Kings Arms Yard, Ampthill

Post Code: MK45 2PJ

Telephone Number:

01525 630783

Email Address:

harriet@fullhouse.org.uk

Website Address:

www.fullhouse.org.uk

About Your Organisation

How long has the organisation been running?

22 years (Established October 2001)

Is your organisation part of a national organisation?

No

Is your organisation a Registered Charity? If so please supply charity number and details.

1165541

Does your organisation have its own bank account? How many signatories are required?

Yes
Two Signatories

Is your organisation staffed by volunteers? If so, how are they trained?

No

Are your volunteers / staff CRB Checked?

Yes

Who can access your services – is it open to all or is membership required?

Most activity/services are specifically for Children & Young people
Some activity, such as performances and festivals are aimed at families but open to all

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

Do your charge for any of the services that you provide by means of fees or subscription?

Our services in Houghton Regis are free to access
Some of our performances and festivals in other areas have ticket costs, which we try to ensure remain as low as possible.

What are the aims and activities of the organisation? (please supply as much detail as possible)

Full House Theatre is a Bedfordshire based charity and arts organisation. We create and deliver high quality theatre and performance projects and participatory arts activities for, by and with children and young people, predominantly those from marginalised or under-served communities, those with protected characteristics and in places of low cultural engagement.

Our work is driven by our vision: “for every child to hold treasured memories of theatre”.

We exist to enrich young creative minds, delight young audiences, and nurture a lifelong connection with the arts, whilst improving the lives of children and young people. Full House is committed to listening and responding to the children’s needs, reaching out to all corners of the community to positively affect children and young people, creating lasting memories.

In the year 22/23 our projects reached 11,463 children, young people and their families with 6781 taking part in workshops and activities. Examples of our work include live performances, special needs residencies, youth engagement, creative workshops, festivals, and other bespoke arts projects. We deliver cultural activities in, for example, theatres, schools, community spaces, libraries, early years settings and museums.

We have been delivering our community arts programme ‘Art Town’ in Houghton Regis since 2014. We are currently delivering a range of provision including one off events and workshops during school holidays, weekly creative sessions for children, cultural trips, and a monthly programme of activities preschool aged children.

Project Information

**What would the grant be used for? How long will your project require funding for?
How would a Key Partner Grant be a benefit?**

Art Town Explorers (aged 5 to 11) and **Art Town Champions** (aged 12 to 18) will meet each week during term time to take part in a broad range of arts and cultural activities. The programme is curated by us, in consultation with our young participants and has, in the past, included podcasts, visual arts residencies and stage combat. Plans for 2024/25 will include a trailblazers music project introducing young people and our Art Town Tots families to new music experiences. As well as trying new things and making new friends in a positive and inclusive setting, participants learn new creative skills and succeed in achieving academically, almost all participants take part in and achieve Arts Award qualifications.

Art Town projects will often have a wider community benefit, increasing pride in the achievement and perceptions of young people, for example creating public art installations, trails and community events.

Art Town Tots monthly ‘Fantastic Fridays’ sessions are free to attend for families with children aged 1 to 4. Little ones and their grown-ups will enjoy a programme of creative activities in a safe and inclusive environment where they can develop their confidence to play and be creative with their child, parents become more connected with others in their local community reducing social isolation. Activities might include creative play development, music and movement workshops or support in exploring the outdoors safely.

Workshops and Performances Programme: We will give the opportunity for children to take part in one off creative experiences in the holidays and at weekends such as workshops, events, and performances. This engages a wider range of people in the community and increases the positive perception of the community and its young people.

Our annual family festival **Hullabaloo** is a free family arts festival which brings families from Houghton Regis together to enjoy amazing arts experiences in their town, with activity in Bedford Square, The Green and Houghton Hall Park. Families watch a range of performances from internationally recognised companies and a programme of workshops from the best local arts practitioners.

“Both K & C have thrived at Art Town and I’m certain without it would not be doing as well in life” Parent

Our work in Houghton Regis has made a real impact to the lives of our participants since we began working here in 2014. Providing a range of exciting and fun activities through Art Town has created a space in which young people and parents feel happier. They have groups they look forward to attending, where they feel confident, accepted and they know they will be supported to try and achieve new things.

“I was very shy, I found it difficult to make friends and meet new people. Once I had joined, I began to find it a lot easier to do these things... which has made me so much happier and more carefree.” Art Town Champion

Parents tell us that they have noticed positive changes for their children and that they appreciate the opportunities their children have had to achieve in Art Town sessions.

“I feel really proud that she has achieved this (Arts Award Discovery Certificate). She loves the group and shows that all her hard work has paid off.” Parent

**What would the grant be used for? How long will your project require funding for?
How would a Key Partner Grant be a benefit? (continued)**

Art Town continues to be a priority project for Full House Theatre, since 2014 we have seen some inspiring outcomes for young people, some of whom have grown up with the project, becoming Art Town Volunteers and have had employment in the creative sector as a result. Art Town is an ongoing project, which we are committed to delivering throughout the 24-28 key partner period. We are in the process of securing both short- and long-term grants to fund the cost of the project, as well as allocating funds from our Arts Council NPO grant. Key Partner funding provides vital financial support to Art Town, but also enables us to secure further grants as confirmed match funding and very importantly underlines the support of the HRTC for the continuation of our project.

<p>Approximately how many people will benefit from your organisation / project Total number: 1320 (Annual Art Town & Hullabaloo) Number of Houghton Regis residents 1320 (Annual Art Town & Hullabaloo)</p>
--

Funding Request

<p>Total annual cost of running your project or Service</p>	<p>£56,000</p>
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<p>How much ongoing assistance are you requesting from Houghton Regis Town Council per year? (please note the minimum amount that Key Partners can apply for is £1,000).</p>	<p>£5,000</p>
---	----------------------

How do you intend to fund the rest of the project?

- **Use of existing funds? Please specify amount** £0
- **Fundraising? Please specify amount anticipated** £6,000
- **Grants from other sources? See below**

Arts Council England NPO £16,000 (per year)
BBC Children In Need £27,000 (per year)
Central Beds LA £2,000 (per year)

Please note:
The Town Council has agreed that the maximum amount to be awarded to Key Partners shall be the level originally agreed.
The grant will be awarded after the Community Services Committee meeting held in October / November of each financial year. This is to enable members to check that during the financial year the organisation is providing the services it set out to provide.

Payment Details

Account title	Full House Theatre Company
Account number	Sensitive data has been removed from this section
Bank / building society name and address

Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

Declaration

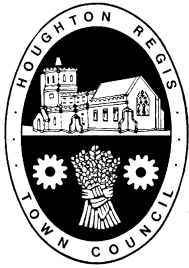
Please sign this form to confirm that:

- **The information supplied is full and correct to the best of your knowledge;**

Signed Sensitive data has been removed
from this section

Name HARRIET HARDIE
Position CREATIVE DIRECTOR
Date 11TH OCTOBER 2023

For Office Use Only Grant Awarded £.....
 Cheque No.:
 Meeting Date:



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2024 – March 2028

2025-2026

Name of Organisation

Community Link Project – Singing Café Project

Contact Details

Name

Lesley Williams

Position

Singing Café Administrator

Address

Sensitive data removed

Telephone Number:

07754401519

Email Address:

leswi@icloud.com

Website Address:

Renewal Information

Are the details supplied in your original application to become a Key Partner still valid and correct?

Yes

If no please update:

Please outline the work your organisation has undertaken in the last 12 months?

Weekly music therapy sessions and social interactions for those attending the Singing Café at All Saint’s View.

3 sessions in an afternoon running from 2pm-4.45pm

These include:

2pm Small group for those with high levels of need, including a diagnosis of dementia or other conditions.

2.45pm Main Singing Cafe music therapy session

3.45pm Supported social interaction around refreshments

4.15pm Reflective music therapy - settling people before they return home. People opt to stay on to attend this group. Sometimes it includes those who are most vulnerable who join the 2pm session as well.

Can you tell us about the work so far and any feedback you have had from those being supported (beneficiaries)?

It remains a valued group and people mostly attend every week as they are able. In the past 6 months a number of members have died. Such is the sense of community, support and fun / wellbeing derived we have had a number of requests for videos of the group singing to be played at funerals and carers / relatives have returned to share with the group afterwards, while others have become volunteers. It is hard to draw a direct causal relationship but in all these situations the person has been able to attend right up to the end. The therapeutic music input has made a significant contribution to these people continuing to remain living at home and to have derived obvious pleasure and well being in doing so. Relatives often describe the Singing Café as being a lifeline that has supported them on their journey.

Approximately how many people accessed your organisations services over the last 12 months:

	Total number 46
	Number of Houghton Regis residents ...36.....

How have you used the funding awarded from the Town Council over the last 12 months?

The HRTC grant has generally been used to apay for Music Therapy Sessional costs. Our expenditure from March-September 2024 is as follows.

Chilten Music Therapy Charges	£3120.00
Purchase of new PA & Cordless Mics	£490.99
Cables, storage, musical instruments	£96.43
Insurance	£61.43
Total	£3768.85

Our budget for the year to March 2025 is £11,005

At present we have grant support for £7,200 but hope to secure the balance in the next few weeks.

Do you anticipate any changes within your organisation over the next 12 months that will impact on the work your organisations carries on in the community or on the services your organisation offers?

We have some changes in personnel and are actively exploring additional grant funding for a part-time post to manage and develop the project. If successful this will strengthen the project's management and potentially the extension of our music therapy offer.

Please confirm your award amount: £2,200.00

Is the amount awarded still required?

Yes

If no please advise the lower amount required:

Payment Details

Sensitive data has been removed
from this section

HSBC Dunstable

Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

Declaration

Please sign this form to confirm that:

- **The information supplied is full and correct to the best of your knowledge;**

Signed

Lesley Williams

.....

Name

Lesley Williams

Position

Singing Café Administrator

Date

7.10.24



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

PROJECT GRANT SCHEME – up to £800 APPLICATION FORM

~~2023~~-2024-2025

**** ALL QUESTIONS MUST BE ANSWERED IN FULL ****

Name of Organisation

PARKSIDE OVER 50's CLUB

Contact Details

(person with whom this application can be discussed and to whom any cheque should be sent)

Name

MARION VIVASH AND GLORIA SMITH

Position

TREASURER SECRETARY

Address

32 CLARKES WAY, HOUGHTON REGIS

Post Code: LU5 5EN

Telephone Number

07850143539

Email Address:

marion-vivash@ntlworld.com

About Your Organisation

What are the aims and activities of the organisation? We aim to develop mutually supportive relationships amongst our members, combating isolation and social exclusion. We provide a range of stimulating activities talks and trips for members to enjoy which promote well-being. Broaden opportunities for those on fixed low incomes and provide support

Are you affiliated to a national organisation?

*delete as appropriate

*Yes, please specify.....

* No

Are you a registered charity?

*delete as appropriate

*Yes, please specify your charity number.....

* No

Does the organisation have a membership?

*delete as appropriate

*Yes / No

If yes please state

The current number of members... 35

The rate of annual subscription £. 3 / annum week

If No, who is the organisation accountable to?

Please specify

If applicable to your organisation, are your volunteers / coaches appropriately trained?

*delete as appropriate

*Yes, please specify..... N/A

*No, please explain..... N/A

Are your volunteers / coaches DBS checked?

*If applicable

*Yes, details... Ad generally but some have

*No, details... DBS clearance

Project Information

What would the grant be used for? Funds are available for Projects or one off community initiatives only.
 Please specify with as much detail as possible... We plan to organise a trip to the theatre/similar. The focus is to maximise accessibility we would like to attract grant funding to subsidise the cost of any transport and to make admission affordable to members. We meet twice monthly at the Baptist Church we are looking to rebuild our group from last year and at 35. We are not associated with a national body and receive no regular funding we would like to reach out to old and potential new members.

What would be the direct benefit of the Grant for Houghton Regis residents?
 Please specify with as much detail as possible.....
 As above we hope it will create wellbeing, break down isolation and strengthen the club as a place for building social relationships/engaging with a range of positive activities

Approximately how many people will benefit from this grant?
 Total number... 35.....
 Number of Houghton Regis residents... 35.....

Project Costs

Total cost of project	£1023.50	(please supply 3 quotes)
How much assistance are you requesting from Houghton Regis Town Council? (Max 80% of total project cost)	£700	

How do you intend to fund the rest of the project?

- Use of existing funds? Please specify amount £440.00.....
- Fundraising? Please specify amount anticipated £0.....
- Grants from other sources? Please specify sources and amount... 70.....

What would be the impact of the project should the Council not award the full amount requested?
 The trip would not take place. We are anxious to develop a programme that can allow the group to grow in confidence and progress.

Project Timescale

Please detail when you anticipate that the project will commence and complete.

Autumn 2024 - Spring 2025

What would be the impact of the project should the Council not award the full amount requested?

The club has managed one trip out this year. This would be an opportunity lost for members who lack confidence. Others are isolated and unlikely to join an outing like this without the support of friends. Overall the club would be negatively impacted.

The Town Council have developed a Town Council Vision. Details of the Vision can be found: <https://www.houghtonregis.org.uk/our-vision-our-town-2020-2024>

In considering the Objectives of the Town Council Vision please detail how you feel that this grant would support the Town Council in delivering its outcomes:

We are working to strength community and breakdown isolation

Payment Details

Account Name	Sensitive data has been removed from this section
Account number	
Sort Code	

Please note payment will be made by BACS.

Declaration

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;
- You have read, understood and complied with the conditions of funding;
- You undertake to complete and return the End of Award form along with copies of invoices or receipts.
- You will spend the grant within 12 months of receipt.

• The application is submitted with the following required information: *Enclosed*

- At least three competitive quotes for expenditure are required.
- The organisations most recent set of accounts.
- The organisations constitution.
- Evidence of local support.

N/A
✓
✗

For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.

- It is understood that Houghton Regis Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

A representative from the organisation is invited to attend the meeting to present the application to the Council. Please confirm if a representative will be attending YES / NO

Name of the representative (if applicable)

Signed

Sensitive data has been removed from this section

Name

MARION VIVASH

Position

TREASURER

Date

31/7/24



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

PROJECT GRANT SCHEME – up to £800

APPLICATION FORM

2024-2025

**** ALL QUESTIONS MUST BE ANSWERED IN FULL ****

Name of Organisation

Houghton Regis Ladies Group (HRLG)

Contact Details

(person with whom this application can be discussed and to whom any cheque should be sent)

Name

Beverly LENNOX

Position

CHAIR

Address

21 ULLSWATER RD
DUNSTABLE BEDS
Post Code: LU6 3PX

Telephone Number

01582 52789 / 07816 12242

Email Address:

b2v-lennox@live.com

About Your Organisation

What are the aims and activities of the organisation?

To provide a friendly environment of ladies of all ages and circumstances to get together to share skills and experiences with one another and to enjoy each others company social events

Are you affiliated to a national organisation?

**delete as appropriate*

~~*Yes, please specify.....~~

* No

Are you a registered charity?

**delete as appropriate*

~~*Yes, please specify your charity number.....~~

* No

Does the organisation have a membership?

**delete as appropriate*

~~*Yes / No-~~

If yes please state

The current number of members.....15.....

The rate of annual subscription £....3.0 / annum

If No, who is the organisation accountable to?

Please specify N/A

If applicable to your organisation, are your volunteers / coaches appropriately trained?

**delete as appropriate*

~~*Yes, please specify.....~~

* No, please explain..... N/A

Are your volunteers / coaches DBS checked?

**If applicable*

~~*Yes, details.....~~

* No, details..... N/A

Project Information

What would the grant be used for? Funds are available for Projects or one off community initiatives only.
 Please specify with as much detail as possible.....
 The Grant would be used for an outing to a place of interest ie. National Trust, Building with gardens, exhibition area, historical information. We would like to provide materials for some additional seasonal workshops, in April + November, to do spring flower arranging and christmas crafts.

What would be the direct benefit of the Grant for Houghton Regis residents?
 Please specify with as much detail as possible.....
 The ladies in our group are mostly residents of Houghton Regis and rely on the social group for friendship, and communication to get together and enjoy a day out.

Approximately how many people will benefit from this grant?
 Total number.....15....
 Number of Houghton Regis residents....12.....

Project Costs

Total cost of project	£ 1,000	(please supply 3 quotes)
How much assistance are you requesting from Houghton Regis Town Council? (Max 80% of total project cost)	£ 800	

How do you intend to fund the rest of the project?

- Use of existing funds? Please specify amount £...100...00
- Fundraising? Please specify amount anticipated (Auction) £...100...00
- Grants from other sources? Please specify sources and amount.....

What would be the impact of the project should the Council not award the full amount requested?
 We wouldnt be able to continue with an interesting programme which we rely on to keep our membership numbers. The subscriptions pay for our 12 months of meetings at the Memorial Hall

Project Timescale

Please detail when you anticipate that the project will commence and complete.
 The Project would commence in April. with workshop materials, an outing in Aug/Sept, minutes for the trip, autumnal + Xmas workshop materials

What would be the impact of the project should the Council not award the full amount requested?
 We wouldn't be able to go on our outing which has proved a very successful social gathering enjoyed by our members.

The Town Council have developed a Town Council Vision. Details of the Vision can be found: <https://www.houghtonregis.org.uk/our-vision-our-town-2020-2024>

In considering the Objectives of the Town Council Vision please detail how you feel that this grant would support the Town Council in delivering its outcomes:

The Town council are very supportive of community groups that provide a safe environment for people to come together for companionship. If they live alone this is of great importance to feel that they belong. Helping one another to deal with any situations they find themselves in by doing good neighbourly deeds and an ear for listening. Our group provides that, with support from the town council we can achieve this.

Payment Details

Account Name	Sensitive data has been removed
Account number	from this section
Sort Code	

Please note payment will be made by BACS.

Declaration

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;
- You have read, understood and complied with the conditions of funding;
- You undertake to complete and return the End of Award form along with copies of invoices or receipts.
- You will spend the grant within 12 months of receipt.
- The application is submitted with the following required information: *Enclosed*
 - At least three competitive quotes for expenditure are required.

1
✓
✓
4
 - The organisations most recent set of accounts.
 - The organisations constitution.
 - Evidence of local support.
For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.
- It is understood that Houghton Regis Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

A representative from the organisation is invited to attend the meeting to present the application to the Council. Please confirm if a representative will be attending YES / NO

Name of the representative (if applicable) Beverly Lennox

Signed	Sensitive data has been removed from this section
Name <u>Beverly Lennox</u>
Position <u>Chair (H.R.L.C.)</u>
Date <u>10.10.24</u>



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

PROJECT GRANT SCHEME – up to £800 APPLICATION FORM 2024-2025

**** ALL QUESTIONS MUST BE ANSWERED IN FULL ****

Name of Organisation

The Children's Society

Contact Details

(person with whom this application can be discussed and to whom any cheque should be sent)

Name

Joanne Goldsmith

Position

Safe Practice Manager

Address

c/o
The Children's Society
114 Springfield Road
Chelmsford
Essex
Post Code: CM26LF

Telephone Number

07850 501308

Email Address:

Joanne.goldsmith@childrenssociety.org.uk

About Your Organisation

What are the aims and activities of the organisation?

We are a national charity working to transform the hopes and happiness of young people facing abuse, exploitation and neglect. We support them through their most serious life challenges and we campaign tirelessly for the big social changes that will improve the lives of those who need hope most.

The Children's Society is a national charity that delivers direct local services, we are committed to creating a society where all children's wellbeing is prioritised, aiming to reverse the alarming decline in children's wellbeing by 2030. Our core objectives include:

- **Addressing early signs of low wellbeing:** We identify early indicators of low wellbeing in children and take proactive, innovative actions. Children are central to this approach, participating in developing solutions that affect them.
- **Fighting child poverty:** Through policy influence and advocacy, we tackle child poverty, recognising its critical role in overall child wellbeing.
- **Building a united community:** We foster a community that actively advocates for children, ensuring their voices are heard and their needs addressed.
- **Challenging ineffective systems:** We protect children from harm and advocate for the reform of systems that often fail to keep them safe.

In 2023/24, we operated 62 services across crisis support and early intervention, directly supporting 71,016 children and young people.

<p>Are you affiliated to a national organisation? <i>*delete as appropriate</i></p> <p style="text-align: center;">No</p>
--

<p>Are you a registered charity? <i>*delete as appropriate</i></p>	<p><i>*Yes, please specify your charity number...221124.....</i></p>
---	--

<p>Does the organisation have a membership? <i>*delete as appropriate</i></p>	<p>No</p>
<p>If yes please state</p>	<p>The current number of members..... The rate of annual subscription £..... / annum</p>

<p>If No, who is the organisation accountable to? Please specify ...Our Trustees</p>

<p>If applicable to your organisation, are your volunteers / coaches appropriately trained? <i>*delete as appropriate</i></p>	<p><i>*Yes, all our staff are professionally trained and our volunteers receive comprehensive induction and training</i></p>
--	--

<p>Are your volunteers / coaches DBS checked? <i>*If applicable</i></p>	<p><i>*Yes, all our staff and volunteers have Enhanced DBS</i></p>
--	--

Project Information

<p>What would the grant be used for? Funds are available for Projects or one off community initiatives only. Please specify with as much detail as possible.....</p> <p>We are proposing to buy an infinity game table to use with young people within the youth centres/youth provision across Houghton Regis. The tables are an online platform that are entirely portable and are a new way for young people to experience board games, it gives online access to hundreds of games that up to 6 YP can use at any one time. It comes with 50 of the most popular games such as monopoly, operation, candy land, trivial pursuit and uses touch screen technology which young people are familiar with and mixes the sentiment of family board games with current advances in technology that appeals to young people.</p> <p>These have also been used successfully for older residents, particularly those with dementia, connecting those that are socially isolated.</p>
--

What would be the direct benefit of the Grant for Houghton Regis residents?
 Please specify with as much detail as possible.....

Young people from Houghton Regis will directly benefit from this resource. We will be running the youth club at the village green on a Wednesday in the early evening and this will form part of the activities that young people will have the opportunity to take part in. Coming into the winter months this will be a good indoor activity.

This will help develop:-

- social skills,
- communication,
- team work and
- healthy competition.

It will be within a controlled environment, with youth worker oversight to ensure safe practice.

This resource is especially helpful for young people with special educational needs as it enables them to form connections, is visually attractive and uses a multisensory approach to learning.

Approximately how many people will benefit from this grant?
 Total number 25 YP.....
 Number of Houghton Regis residents...25.....

Project Costs

Total cost of project £899

How much assistance are you requesting from Houghton Regis Town Council? (Max 80% of total project cost)

£719

How do you intend to fund the rest of the project?

- Use of existing funds? Please specify amount £.....
- Fundraising? Please specify amount anticipated £.....

- Grants from other sources? Please specify sources and amount...

The Children's Society Give Hope fund which has been provided by donations from the public - £180

<https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Famzn.eu%2Fd%2F6iHJlWC&data=05%7C02%7Ckerry.horner%40childrenssociety.org.uk%7Cff75056040f34VCI6Mn0%3D%7C0%7C%7C%7C&sdata=VLQIXNGV1IImZ%2FipAjFBUOuAYQxZ4Z7bWJoTa%2FM>

<https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.very.co.uk%2Farcade-1up-infinite%2F1601010746.prd&data=05%7C02%7Ckerry.horner%40childrenssociety.org.uk%7Cff75056040f34VCI6Mn0%3D%7C0%7C%7C%7C&sdata=VLQIXNGV1IImZ%2FipAjFBUOuAYQxZ4Z7bWJoTa%2FM>

<https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.argos.co.uk%2Fproduct%2F446FpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=VLQIXNGV1IImZ%2FipAjFBUOuAYQxZ4Z7bWJoTa%2FM>

What would be the impact of the project should the Council not award the full amount requested?

We would be unable to purchase the item and utilise it with young people.

Project Timescale

Please detail when you anticipate that the project will commence and complete.

This would be an ongoing activity that young people would benefit from

What would be the impact of the project should the Council not award the full amount requested?

We would be unable to purchase the item, without increasing fundraising activity to try and secure the remaining funds

The Town Council have developed a Town Council Vision. Details of the Vision can be found: <https://www.houghtonregis.org.uk/our-vision-our-town-2020-2024>

In considering the Objectives of the Town Council Vision please detail how you feel that this grant would support the Town Council in delivering its outcomes:

Houghton Regis has a vibrant community with a commitment to children and young people and youth activities with an active youth council. We want to work in partnership with the Town Council to support children and young people to be able to reach out for support, increasing accessibility to youth clubs/centres/supporting at community events.

We want to add value to the work already taking place and promote the use of positive online games/interactive games and continue to enhance youth provision and young people’s sense of community, enabling them to form positive relationships and divert them from harmful/risky behaviours. Youth centres provide this stability and help build friendships.

Payment Details

Account Name	Sensitive data has been removed
Account number	from this section
Sort Code	

Please note payment will be made by BACS.

Declaration

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;
- You have read, understood and complied with the conditions of funding;
- You undertake to complete and return the End of Award form along with copies of invoices or receipts.
- You will spend the grant within 12 months of receipt.

- The application is submitted with the following required information: *Enclosed*

- At least three competitive quotes for expenditure are required.
- The organisations most recent set of accounts.
- The organisations constitution.
- Evidence of local support.

For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.

- It is understood that Houghton Regis Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

A representative from the organisation is invited to attend the meeting to present the application to the Council. Please confirm if a representative will be attending YES / NO

Name of the representative (if applicable)

Signed L.Belcher
.....

Name Lucy Belcher
.....
Area Manager,

Position
Date 10.10.2024

.....



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

PROJECT GRANT SCHEME – up to £800 APPLICATION FORM 2024-2025

**** ALL QUESTIONS MUST BE ANSWERED IN FULL ****

Name of Organisation

Dunstable Hunters Pickleball Club

Contact Details

(person with whom this application can be discussed and to whom any cheque should be sent)

Name

Liz Jones

Position

Club leader / Fundraiser

Address

82 Jeans Way
Dunstable

Post Code: LU5 4PP

Telephone Number

07828864440

Email Address:

Lizjonescommunity@outlook.com

About Your Organisation

What are the aims and activities of the organisation?

Dunstable Hunters Pickleball Club(DHPC) provides opportunities for residents of all ages to engage in the fastest growing sport in the UK.

A mix of tennis, badminton and table tennis, played on a badminton size court using wooden paddles and a plastic ball with small holes in it.

The aim of our club is to increase individuals physical, mental and social wellbeing by providing opportunity to undertake in regular exercise at a low cost.

With the closure of the large badminton hall at the Houghton Regis leisure centre imminently, DHPC is looking to expand its offering to Houghton Regis residents and encourage new players to take up the sport. The times we have played in Houghton Regis we have been supported by a regular flow of visitors wanting to engage and trial the game.

Are you affiliated to a national organisation?
**delete as appropriate* *Yes - Pickleball England
.....
* No

Are you a registered charity?
**delete as appropriate* * No

Does the organisation have a membership? <i>*delete as appropriate</i>	<i>*Yes</i>
If yes please state	The current number of members 175 members The rate of annual subscription £15 / annum or £12/annum out registered with Pickleball England Players pay £6/session to play for two hours. We currently offer 4 x 2hr sessions Monday morning, Wednesday evening, Thursday evening and Saturday morning.

If No, who is the organisation accountable to? Please specify
--

If applicable to your organisation, are your volunteers / coaches appropriately trained? <i>*delete as appropriate</i>	<i>*Yes, please specify.....</i> <i>* all coaches and introductory course leaders are certificated by Pickleball England and have undergone vigorous training</i>
---	--

Are your volunteers / coaches DBS checked? <i>*If applicable</i>	<i>*Yes, details – all coaches and those delivering the introductory courses are DBS checked through Pickleball England</i>
---	--

Project Information

<p>What would the grant be used for? Funds are available for Projects or one off community initiatives only. Please specify with as much detail as possible.....</p> <p>In order to open up more sessions and court playing opportunities for Houghton Regis residents 4 additional Franklin Pickleball nets would be purchased.</p> <p>Whilst our court space is in Dunstable we already have Houghton Regis residents as members, and we would look to increase awareness through schools, youth clubs and older people services to encourage them to engage with the sport. We would willingly organise “taster” sessions at appropriate locations in Houghton Regis to help increase resident engagement and awareness and would welcome opportunity to work alongside the Town Council to showcase this fabulous sport at one of your events in 2025. We recently supported a open day at Farmstead and had temporary courts set up to showcase the sport.</p>

What would be the direct benefit of the Grant for Houghton Regis residents?
 Please specify with as much detail as possible.....

Increased physical ability and social interaction, improving wellbeing and supporting residents to engage in the community.
 People of all ages and abilities can play Pickleball as the speed and impact on joints is far less than other sports. Those with disabilities are welcomed and we have adaptive rules for those that require additional support.

Approximately how many people will benefit from this grant?
 Total number 50+ residents depending on take up
 Number of Houghton Regis residents.....

Project Costs

Total cost of project	£780 quote 1 £679.96 quote 2 £640 quote 3 (Our Preference) <i>(please supply 3 quotes)</i>
-----------------------	---

How much assistance are you requesting from Houghton Regis Town Council? (Max 80% of total project cost)	£640 is 80% of highest quote £543.96 is 80% of middle quote £512 is 80% of lowest quote (Our preference)
--	--

- | | |
|---|-------------|
| How do you intend to fund the rest of the project? | |
| • Use of existing funds? Please specify amount | £136 - £140 |
| • Fundraising? Please specify amount anticipated | £..... |
| • Grants from other sources? Please specify sources and amount..... | |

What would be the impact of the project should the Council not award the full amount requested?

DHPC would purchase the number of new nets that were affordable given the grant money allocated and match funded. This would reduce the number of players we could welcome to new club recreational play sessions, introductory events for new members etc.

Project Timescale

Please detail when you anticipate that the project will commence and complete.

Once grant money received we would look to purchase the nets and increase publicity and encourage HR residents to come and be part of the biggest sporting movement immediately.

What would be the impact of the project should the Council not award the full amount requested?

We would not be able to expand our reach further into Houghton Regis as insufficient equipment to open up further court space.

The Town Council have developed a Town Council Vision. Details of the Vision can be found: <https://www.houghtonregis.org.uk/our-vision-our-town-2020-2024>

In considering the Objectives of the Town Council Vision please detail how you feel that this grant would support the Town Council in delivering its outcomes:

This would bring community opportunity and increase the physical wellbeing of your residents. It would enable residents of all ages increase social interaction, create few friendships and build opportunities to learn new sport, new skills and collaborate / engage with residents of neighbouring towns and villages who come together to share in the love of Pickleball.

Payment Details

Account Name	Dunstable Hunters Pickleball Club	
Account number	Sensitive data has been removed
Sort Code	from this section

Please note payment will be made by BACS.

Declaration

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;
- You have read, understood and complied with the conditions of funding;
- You undertake to complete and return the End of Award form along with copies of invoices or receipts.
- You will spend the grant within 12 months of receipt.
- The application is submitted with the following required information: *Enclosed*
 - At least three competitive quotes for expenditure are required.

Y
See note below
Y
 - The organisations most recent set of accounts.
 - The organisations constitution.
 - Evidence of local support.
For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.

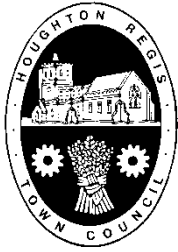
NOTE : We are only just out of our first full year as a club and our AGM is not until end of November 2025 when the accounts will be signed off by the committee.

- It is understood that Houghton Regis Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

A representative from the organisation is invited to attend the meeting to present the application to the Council. Please confirm if a representative will be attending **YES**

Name of the representative (if applicable) Liz Jones or Club Captains Trudie and Rex Ellis

Signed	Liz Jones
Name	Liz Jones
Position	Club Leader.....
Date	12/10/25.....



COMMUNITY SERVICES COMMITTEE**Agenda Item 6**

Date:	8th October 2024
Title:	HRTC Grants Scheme
Purpose of the Report:	For members to discuss the renewal of the Grant scheme, taking into consideration that this meeting occurs before the budget-setting process.
Contact Officer:	Tara Earnshaw, Community Services Manager

1. RECOMMENDATION

For members to discuss a comprehensive review of the grant scheme covering the next five years, while keeping in mind that the budget is set before the Grants meeting.

2. BACKGROUND

The HRTC grants scheme has been in place for several years, with the most recent review conducted in July 2022 (minute number 12118). This report is being presented because it was not possible to allocate the full amount of funding requested by key partners, as the budget was not finalised before the Grants meeting. Members are now asked to review the scheme over a five-year period to ensure it remains effective in light of housing growth and continues to meet the needs of our community.

3. CURRENT SCHEME DETAILS

Main details of the scheme (Community Grants Scheme | Houghton Regis Town Council):

Key Partner Grants:

Applicants can apply to become a key partner, a status that lasts for four years. Key Partner Grants typically exceed £1,000 and can be used for both revenue and capital costs. Each year, applicants must complete a renewal application form. No match funding is required for this grant.

Project Grants:

Applicants can apply for funding up to £800. This must be matched with at least 20% from other funding sources. The funding is not intended for group start-up projects and cannot be used for running costs.

Small Grants:

Applications for amounts under £200 that benefit ten or more Houghton Regis residents will be reviewed by the Town Clerk in consultation with the Chair and Vice-Chair of the Community Services Committee. Successful applicants will receive their awards within one month of submitting their applications.

Budget Provision:

As Key Partner Grants are agreed for four years, the council has budgeted £15,000 for 2024/25, and key partners will receive this amount annually for four years, up to the financial year 2027/28.

Project Grants are applied for and settled within the same financial year. The council has budgeted £4,000 for all Projects and Small Grants. Funding under £200 can be authorised in consultation with the Town Clerk and the Community Services Committee Chair.

4. ISSUES FOR CONSIDERATION

Members are encouraged to discuss the comprehensive review of the HRTC Grants Scheme for the next five years, focusing on key factors that ensure its effectiveness amid housing growth and community needs. A list of organisations receiving the Key Partner Award, along with their requested and received amounts over the last five years, has been provided; typically, these organisations have received only 50% of their requested funding, except for 2024-25, when they received an additional 10%. Considerations should include improving budget forecasting to prevent funding shortfalls, reevaluating the renewal process for key partner grants, and assessing the appropriateness of funding limits for projects and small grants. Members should also explore impact assessment methods for past grants, enhance communication about the scheme to increase diverse applications and examine the efficiency of the current review and approval process. Additionally, discussions should address emerging community needs and external factors that may influence future funding strategies.

Organisation	YEAR	Award Requested Amount	Award Amount Received
Full House Theatre	2024-2025	£5,000	£2,750
Keech Hospice Care	2024-2025	£5,000	£2,750
Houghton Regis Memorial Hall	2024-2025	£4,000	£2,200
Community Link Project - Singing Café Initiative	2024-2025	£4,000	£2,200
Dunstable and District Citizens Advice Bureau	2024-2025	£4,000-£5,000	£2,612.50
Sorted Councelling Services	2024-2025	£2,000	£1,100
South Beds Dial A Ride	2024-2025	£2,500	£1,375
Total		£22,500	£14,988
Full House Theatre	2023-2024	£4,000	£1,500
Keech Hospice Care	2023-2024	£4,000	£2,500
Houghton Regis Memorial Hall	2023-2024	£5,000	£2,000
Dunstable and District Citizens Advice Bureau	2023-2024	£2,251.00	£2,000
Sorted Councelling Services	2023-2024	£4,000	£2,000
South Beds Dial A Ride	2023-2024	£3,000	£1,125.50
Houghton Regis Herratige Society	2023-2024	£1,000	£500
Total		£23,251	£11,626
Dunstable & District CA	2022-2023	£4,000	£2,000
SORTED	2022-2023	£4,000	£2,000
Keech Hospice Care	2022-2023	£5,000	£2,500
South Beds Dial A Ride	2022-2023	£2,251.00	£1,125.50
Houghton Regis Memorial Hall	2022-2023	£4,000	£2,000
Full House Theatre	2022-2023	£3,000	£1,500
Houghton Regis Heritage Society	2022-2023	£1,000	£500
Total		£23,251	£11,626
Dunstable & District CAB	2021-2022	£4,000	£2,000.00
SORTED	2021-2022	£4,000	£2,000.00
Keech Hospice Care	2021-2022	£5,000	£2,500.00
South Beds Dial-a-ride	2021-2022	£2,251.00	£1,125.50
HR Memorial Hall Fund	2021-2022	£4,000	£2,000.00
Full house Theatre	2021-2022	£3,000	£1,500.00
Houghton Regis Heritage Society	2021-2022	£1,000	£500.00
Total		£23,251.00	£11,625.50
Dunstable & District CAB	2020-2021	£4,000	£2,000
SORTED	2020-2021	£4,000	£2,000
Keech Hospice Care	2020-2021	£5,000	£2,500
Comm Action Bedfordshire	2020-2021	£5,000	£2,500
South Beds Dial-a-ride	2020-2021	£2,251.00	£1,125.50
HR Memorial Hall Fund	2020-2021	£4,000	£2,000
Full house Theatre	2020-2021	£3,000	£1,500
Houghton Regis Heritage Society	2020-2021	£1,000	£500
Total		£28,251	£14,126

5. OPTIONS FOR CONSIDERATION if appropriate

- Require potential key partners to submit an expression of interest before the budget-setting process for key partner grants.
- Implement yearly financial increments during budget-setting to align with housing growth.

- Consider increasing funding limits for both project grants and small grant applications.
- Consider a new grant scheme to support initiatives that align with the corporate plan and promote community events, such as the carnival or Houghton in Bloom.
- Review Key Partner Funding, reassess the current practice of granting only 50% of requested funding to key partners, exploring options for increased support.
- Enhance the budgeting process to ensure sufficient funding is available for grants before meetings.

6. HRTC CORPORATE PLAN

1 **Town and Community: To unify all areas of the parish as one community and foster civic pride in our town**

- 1.1 Improve integration between existing and new communities.
- 1.2 Support the sense of arrival and identity.
- 1.3 Create a stronger, more robust and engaging town centre offer.
- 1.4 Develop an annual programme of community events across the Parish.
- 1.5 Improve the visual appearance of the town centre.
- 1.6 Protection and promotion of cultural and heritage assets.
- 1.7 Strengthen Houghton Regis's landscape character and agricultural heritage.

2 **Local Services and Facilities: To provide a broad range of high quality services and facilities for our residents, visitors and businesses**

- 2.1 Work with partners to improve the quality and accessibility of the public realm in the town centre.
- 2.2 Continue to work with key partners to address crime and anti-social behaviour.
- 2.3 Establish a town centre hub for the delivery of centrally based services, such as HRTC's offices, a youth centre and a tourist information/ heritage centre.
- 2.4 Maximise the value of HRTC assets.
- 2.5 Maintain and enhance sporting provision both at existing and soon-to-be-adopted sites.
- 2.6 Stimulate local business development and employment and training opportunities.
- 2.7 Promote awareness of our town, its assets and opportunities for businesses and investment.

3 **Quality of Life: To enhance the quality of life of our residents**

- 3.1 Improve environmental quality and sustainability.
- 3.2 Encourage a healthier lifestyle through healthy eating, smoking & vaping cessation and improved activity levels.
- 3.3 Improve access to services and support through the provision of a network of Parish-wide community hubs.
- 3.4 Improve existing and develop new opportunities for young people across the parish.

- 3.5 Continue to explore options for a new cemetery.
- 3.6 Continue to provide a Town Council Community Grant Scheme.

4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

- 4.1 Develop a 5-year financial & staffing plan.
- 4.2 Identify external/ partnership funding sources for council projects.
- 4.3 Extend IT infrastructure and software to better support the council.
- 4.4 Work with CBC and other stakeholders to explore opportunities for the adoption of additional community assets by the Town Council.
- 4.5 Enhance the role of the council.
- 4.6 To actively consider and weight the impact of new and existing initiatives and services.

7. IMPLICATIONS

Corporate Implications

There are no corporate implications arising from the recommendations.

Legal Implications

This project would be carried out under the General Power of Competence.

Financial Implications

Consideration of budget availability.

Risk Implications

There is a risk to the reputation of HRTC should its members decide to stop offering a grant scheme

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project/issue does not discriminate.

Climate Change Implications

Members could consider asking grant applicants how sustainable their project is. i.e materials / product origin / recyclable / longevity of product

Press Contact

There are no press implications arising from the recommendations

7. CONCLUSION AND NEXT STEPS

The comprehensive review of the HRTC Grants Scheme underscores the need to align funding strategies with community needs and housing growth. By addressing the current

challenges and considering proposed options, the council can enhance the effectiveness of the grant program, promote equitable fund distribution, and foster greater community participation.

- Hold an open discussion during the upcoming meeting to gather insights on the proposed options.
- Create an action plan based on feedback.
- Align grant scheme discussions with the upcoming budget-setting process to ensure adequate funding.

8. APPENDICES

Appendix A:	Application Form – Project Grant 24-25
Appendix B:	Essential Facts – Project Grants 2024-25
Appendix C:	Application Form – Key Partners 24-25
Appendix D:	Essential Facts – Key Partners 2024-25
Appendix E:	Renewal Application Form – Key Partners



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

PROJECT GRANT SCHEME – up to £800

APPLICATION FORM

2024-2025

**** ALL QUESTIONS MUST BE ANSWERED IN FULL ****

Name of Organisation

Contact Details

(person with whom this application can be discussed and to whom any cheque should be sent)

Name

Position

Address

Post Code:

Telephone Number

Email Address:

About Your Organisation

What are the aims and activities of the organisation?

Are you affiliated to a national organisation?

**delete as appropriate*

*Yes, please specify.....

* No

Are you a registered charity?

**delete as appropriate*

*Yes, please specify your charity number.....

* No

Does the organisation have a membership?

**delete as appropriate*

*Yes / No

If yes please state

The current number of members.....

The rate of annual subscription £..... / annum

If No, who is the organisation accountable to?

Please specify

If applicable to your organisation, are your volunteers / coaches appropriately trained?

**delete as appropriate*

*Yes, please specify.....

* No, please explain.....

Are your volunteers / coaches DBS checked?

<i>*If applicable</i>	*Yes, details.....
	* No, details.....

Project Information

What would the grant be used for? Funds are available for Projects or one off community initiatives only.
Please specify with as much detail as possible.....

What would be the direct benefit of the Grant for Houghton Regis residents?
Please specify with as much detail as possible.....

Approximately how many people will benefit from this grant?
Total number.....
Number of Houghton Regis residents.....

Project Costs

Total cost of project	£	<i>(please supply 3 quotes)</i>
How much assistance are you requesting from Houghton Regis Town Council? (Max 80% of total project cost)	£	

How do you intend to fund the rest of the project?

- Use of existing funds? Please specify amount £.....
- Fundraising? Please specify amount anticipated £.....
- Grants from other sources? Please specify sources and amount.....

What would be the impact of the project should the Council not award the full amount requested?

Project Timescale

Please detail when you anticipate that the project will commence and complete.

What would be the impact of the project should the Council not award the full amount requested?

The Town Council have developed a Town Council Vision. Details of the Vision can be found: <https://www.houghtonregis.org.uk/our-vision-our-town-2020-2024>

In considering the Objectives of the Town Council Vision please detail how you feel that this grant would support the Town Council in delivering its outcomes:

Payment Details

Account Name
Account number
Sort Code

Please note payment will be made by BACS.

Declaration

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;
- You have read, understood and complied with the conditions of funding;
- You undertake to complete and return the End of Award form along with copies of invoices or receipts.
- You will spend the grant within 12 months of receipt.

- The application is submitted with the following required information: *Enclosed*

- At least three competitive quotes for expenditure are required.
- The organisations most recent set of accounts.
- The organisations constitution.
- Evidence of local support.

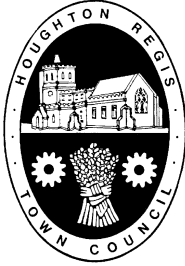
For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.

- It is understood that Houghton Regis Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

A representative from the organisation is invited to attend the meeting to present the application to the Council. Please confirm if a representative will be attending YES / NO

Name of the representative (if applicable)

Signed
Name
Position
Date



ESSENTIAL FACTS PROJECT GRANTS

The Town Council will have funds available for Project Grants in the financial year 2024/2025.

Funding boundaries

Under this scheme applications can be for **up to and including £800** and must be for **projects or one off community initiatives**. There is no funding available for running costs. Retrospective applications will not be considered.

No more than **80% of the total cost** of the project can be awarded. The applicant is expected to raise at least 20% of the project cost through other funding sources, use of reserves or through fundraising activities. Funding from HRTC will be withheld until the balance of funding can be evidenced.

No more than one application can be made per organisation per financial year.

The organisation must commit to spend the grant within 12 months of receipt and must indicate on the application form an anticipated project delivery timescale.

Consideration of the application

Applications under £200, which benefit ten or more Houghton Regis residents will be determined by the Town Clerk in consultation with the Chair and Vice Chair of the Community Services Committee. Successful applicants will receive their award within one month of submission of the application.

Applications for funding between £201 and £800 will be considered by the Community Services Committee at the scheduled meetings in October / November and February / March. Please follow this link to the Council's calendar of meetings [Calendar of Meetings | Houghton Regis Town Council](#) to find out the meeting date. Applications for funding must be received at least 3 weeks prior to the meeting date. Successful applicants will receive their award within one month of the date of the Community Services Committee meeting. Applicants are not required to attend the meeting, although they are encouraged to do so as it often assists in the decision making process.

The council has a budget available for grants, once this budget has been exhausted any further applications will be refused although applicants will be invited to carry over their application into the next financial year.

All questions must be answered in full. Failure to submit all the required information will result in the application being returned which may result in the deadline for submission being missed.

Ineligible organisations

Applications cannot be accepted from:

- Individuals.
- Organisations connected to political activity.
- Commercial businesses.
- Organisations connected to a place of worship except voluntary organisations linked to a church or religious body
- Organisations intending to discriminate on grounds of Protected Characteristics as defined in the Equality Act 2010, including Age, Disability, Gender reassignment, Marriage and civil partnership, pregnancy and maternity, Race, Religion or belief, Sex, Sexual Orientation.

Purpose of the grant

The purpose of the grant must be in keeping with the organisations aims and objectives.

The project must be able to demonstrate that it is of benefit to Houghton Regis residents by providing either support, entertainment, information or a service.

Examples of eligible projects include: purchase of new equipment (sports kit, computers etc), publicity for the organisation to attract new members, publicise an event etc, organisation of an event, training for volunteers, new group start up and development costs, participation in community events. (Note: should an award be made for participation in a Town Council event the organisation would not be eligible for cash prizes at that event.)

Supporting information

The application must be accompanied by:

- 3 Quotes or at least estimates for expenditure.
- The organisations most recent set of accounts.
- The organisations constitution.

In the case of newly formed organizations with no accounts, the organization should submit their annual budget and description of their current activities.

Appendix B

Failure to submit all the required information will result in the application being returned which may result in the deadline for submission being missed.

Follow up information

Successful applicants must complete and return an End of Grant Report Form and evidence of expenditure, such as copies of receipts or invoices, by the end of the financial year. This will be sent out to the organisation. Failure to return this form and evidence will disqualify applicants for making a grant application in the following financial year.

Assistance to complete the form cannot be provided by Houghton Regis Town Council.



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY
 Tel: 01582 708540 Email: info@houghtonregis.org.uk

APPLICATION TO BECOME A 'KEY PARTNER'

April 2024 – March 2028

Name of Organisation

Contact Details

Name	<input style="width: 95%; height: 20px;" type="text"/>
Position	<input style="width: 95%; height: 20px;" type="text"/>
Address	<input style="width: 95%; height: 40px;" type="text"/>
	Post Code: <input style="width: 80%; height: 20px;" type="text"/>
Telephone Number:	<input style="width: 95%; height: 20px;" type="text"/>
Email Address:	<input style="width: 95%; height: 20px;" type="text"/>
Website Address:	<input style="width: 95%; height: 20px;" type="text"/>

	About Your Organisation
--	--------------------------------

How long has the organisation been running?	<input style="width: 95%; height: 20px;" type="text"/>
Is your organisation part of a national organisation?	<input style="width: 95%; height: 20px;" type="text"/>
Is your organisation a Registered Charity? If so please supply charity number and details.	<input style="width: 95%; height: 40px;" type="text"/>
Does your organisation have its own bank account? How many signatories are required?	<input style="width: 95%; height: 40px;" type="text"/>
Is your organisation staffed by volunteers? If so, how are they trained?	<input style="width: 95%; height: 40px;" type="text"/>
Are your volunteers / staff CRB Checked?	<input style="width: 95%; height: 20px;" type="text"/>
Who can access your services – is it open to all or is membership required?	<input style="width: 95%; height: 40px;" type="text"/>

For Office Use Only

Grant Awarded £.....
 Cheque No.:
 Meeting Date:

Do your charge for any of the services that you provide by means of fees or subscription?

What are the aims and activities of the organisation? (please supply as much detail as possible)

Project Information

What would the grant be used for? How long will your project require funding for? How would a Key Partner Grant be a benefit?

Approximately how many people will benefit from your organisation / project

Total number.....

Number of Houghton Regis residents.....

Funding Request

Total annual cost of running your project or Service

£

How much ongoing assistance are you requesting from Houghton Regis Town Council per year? (please note the minimum amount that Key Partners can apply for is £1,000).

£

How do you intend to fund the rest of the project?

- **Use of existing funds? Please specify amount** £.....
- **Fundraising? Please specify amount anticipated** £.....
- **Grants from other sources? Please specify sources and amount.....**

Please note:

The Town Council has agreed that the maximum amount to be awarded to Key Partners shall be the level originally agreed.

The grant will be awarded after the Community Services Committee meeting held in October / November of each financial year. This is to enable members to check that during the financial year the organisation is providing the services it set out to provide.

Payment Details

Account title
Account number
Bank / building society name and address

Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

Declaration

Please sign this form to confirm that:

- **The information supplied is full and correct to the best of your knowledge;**

Signed

.....

Name

.....

Position

.....

Date

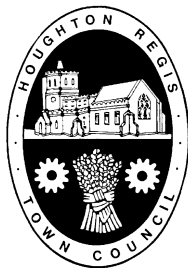
.....

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:



ESSENTIAL FACTS

KEY PARTNERS

April 2024 – March 2028

Eligible organisations

Organisations are invited to apply for Key Partner Status if they can demonstrate that they meet the following criteria:

- Access to the organisations service has unrestricted community benefit.
- The organisation provides support, advice or training.
- The services of the organisation has a wide impact across the community.
- This type of funding is needed to assist with the organisations own strategic planning.
- Revenue costs are the major cost to the organisation.

Examples of eligible organisations who have recently applied for funding to the Town Council include: Citizens Advice Bureau, Voluntary and Community Action South Bedfordshire, Pasque Charity, and SORTED.

Key Partner status is valid for four years (a Town Council’s term of office). The status of Key Partner gives an organisation a fair degree of certainty that, in each of the four years, an agreed financial award will be made. This assists the Town Council and the organisation in budget planning. In the first year the organisation is required to apply for Key Partner Status and to apply for funding but in subsequent years to apply for funding only using the Renewal Application form. The annual re-application is to enable the Town Council to ensure that the organisation is still operating in accordance with its stated aims and objectives and within the parish of Houghton Regis and for the organisation to demonstrate its continued need for funding.

It is preferred that organisations apply for Key Partner Status in the first year of a new Council, however should an organisation come forward part way through a Council’s term of office the application will still be considered but Key Partner Status will only be valid until the end of that Key Partner period.

Funding timetable

The new Town Council was elected in 2023. The following dates and deadlines will apply:

Application for Key Partner Status
May - October 2023

Consideration of Key Partner Status Applications
October / November 2023

Renewal Applications
April - October 2024, 2025, 2026, 2027

Consideration of Renewal Applications
October / November 2024, 2025, 2026, 2027

Award of Grant
October / November 2024, 2025, 2026, 2027

Funding boundaries

Under this Scheme applications are typically for over £1,000 and can be for revenue costs or capital projects.

The amount awarded in each year shall be at the level originally applied for.

Retrospective applications will not be considered.

Consideration of the application

Applications for Key Partner Status and funding will be considered by the Community Services Committee at its meeting in October / November. Applications including renewals for Key Partner Status must be received at least 20 working days prior to the meeting date. Applicants are required to attend the Community Services Committee meeting and to give a short presentation to Council, covering the work of the organisation and its impact within Houghton Regis.

Applicants successful in obtaining Key Partner Status are required to attend the Community Services Committee meetings in the subsequent October / November and to give a further presentation to councillors on the continued work of the organisation. This enables the Council to ensure that the organisation continues to work within the town in accordance with the stated aims and objectives and that the funding sought from the Town Council will still be of benefit. Key partner organisations will be contacted by the Council to advise of the October / November committee date.

Ineligible organisations

Applications cannot be accepted from:

- Individuals.
- Organisations connected to political activity.
- Commercial businesses.
- Organisations connected to a place of worship except voluntary organisations linked to a church or religious body.
- Organisations intending to discriminate on grounds of gender, sexuality, disability, race or religion.

Purpose of the grant

The purpose of the grant must be in keeping with the organisations aims and objectives.

The organisation must be able to demonstrate that its work is of benefit to Houghton Regis residents by providing either support, entertainment, information or a service.

Supporting information

The initial application must be accompanied by:

- The organisations two most recent set of accounts.
- The organisations constitution.
- Any other supporting documentation such as budget forecast, business plan, annual report etc.

The renewal applications must be accompanied by:

- The organisations the most recent set of accounts.
- The organisations constitution if altered from that originally sent.
- Any other supporting documentation such as budget forecast, business plan, annual report etc.

Failure to submit all the required information will result in the application being returned which may result in the deadline for submission being missed.

Assistance cannot be provided to help complete this application by Houghton Regis Town Council.



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2024 – March 2028

2025-2026

Name of Organisation

Contact Details

Name

Position

Address

Telephone Number:

Email Address:

Website Address:

Post Code:

Renewal Information

Are the details supplied in your original application to become a Key Partner still valid and correct?

Yes / No

If no please update:

Please outline the work your organisation has undertaken in the last 12 months?

Approximately how many people accessed your organisations services over the last 12 months:

	Total number
	Number of Houghton Regis residents

How have you used the funding awarded from the Town Council over the last 12 months?

Do you anticipate any changes within your organisation over the next 12 months that will impact on the work your organisations carries on in the community or on the services your organisation offers?

Please confirm your award amount: £_____

Is the amount awarded still required?

Yes / No

If no please advise the lower amount required:

Payment Details

Account title

Account number

Bank / building society name and address

Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

Declaration

Please sign this form to confirm that:

- **The information supplied is full and correct to the best of your knowledge;**

Signed

Name

Position

Date

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