

GRANT APPLICATION FORM

For Applications for the Financial Year
April 1st 2019 – March 31st 2020

Part 1: Your Details

Your Name: Ben Searle

Name of Organisation: Rutland Community Ventures Ltd
Company Limited by Guarantee, Registered at Companies House No. 11075693

Telephone: **E-Mail:** ben@rutlandcommunityventures.uk

Address:
The Clipsham Suite, The King Centre
Main Road, Barleythorpe
Oakham
Rutland
LE15 7WD

If you are applying on behalf of a community or voluntary group, please give its name and address n/a

Part 2: A Description of your idea

What do you want to do?

We are applying for funds to support a series of six workshops in Oakham for people with dementia. The total cost is £4,400. We are asking for £3,600.

Evidence shows that people in their 50s and 60s who have a diagnosis of young-onset dementia or older individuals with early-stage disease are able to slow the progress of their condition by participating in practical creative activities. And there is a similar body of work which demonstrates the benefits of such activities on the relationship between the person with dementia and their carer.

Consequently, in 2019 RCV began organising practical and creative "*New Memories — Creative Experiences*" (NM-CE) workshops in local venues with the aim of supporting people living at home with a dementia diagnosis, their loved ones, and those who care for them.

These have been successful, oversubscribed and of tangible and demonstrable benefits to participants.

To date, we have run four series of NM-CE workshops – each different from the other, either in location or content – and funding so far has been raised by Rutland Community Ventures from local councils, businesses, charitable organisations and other groups and individuals.

We are now raising funds to run workshops in 2020 to continue with this initiative, hence this request for a grant from Oakham Town Council.

Part 3: Your Community

Who would benefit from your project?

Dementia usually affects older people and Rutland's demographic skews toward this group. By 2025 Rutland will have the highest proportion of over 80s in the UK. Currently 350+ people in Rutland have dementia and an estimated hidden group of about the same size lives at home. People with a dementia diagnosis living at home with a carer or loved one will benefit from this project.

People with young-onset or early-stage dementia living at home can be overlooked or hard to reach. They are often vigorous, fit and understandably unwilling to identify with an elderly care-home-based stereotype. They are also often unwilling to leave the house. Consequently, they — and their carers/loved ones — can become isolated and depressed, losing confidence and missing the social interaction which can help them cope. NM-CE works to reverse this by offering opportunities to get out of the house, become engaged once more in a previously-loved activity or learning something new. And while this is happening, more conventional support services can be brought to bear.

What difference will your project make?

The project has made an enormous difference to participants over the last year.

Listen to some beneficiaries:

"Formerly a very shy man he grew into the group and enjoyed the interaction. [And he] enjoyed talking about it to others outside the group."

"As a carer I would like to say how valuable the workshops are. They are an opportunity to socialise with new people who understand how complex and challenging coping with dementia can be."

"I love coming to these workshops. It's a chance to distance myself from the challenges for a while..."

"The fact that not mentioning 'dementia' is accepted means that those with problems don't feel in any way demeaned or pressurised to achieve what they have difficulty with."

"All the staff and providers of the workshops are exceptionally good and sensitive in their approach and lovely to spend time with. On behalf of both of us I would like to say a big 'thank you!'"

"The workshops have given my husband something to focus on and look forward to, and even try newfound skills at home!"

We make videos of all our sessions so that participants with memory loss or poor retention can be reminded of what they have been doing and thereby benefit again from the activity. A beneficial side-effect of this is our ability to create a video showcase showing the sessions. See for yourself...

A one-minute video introduction to the workshops is here: [NM-CE Introduction](#) and some slightly longer workshop-specific videos are here: [NM-CE Workshops](#)

Part 4: Monitoring

How will you monitor the project once it has started?

At a Company level, Rutland Community Ventures is a Company Limited by Guarantee, and part of our governance process is monitoring by an independent Advisory Committee. This group comprises three individuals who are representative of our community. They meet formally on a regular basis to offer advice, guidance and financial monitoring. Their role is to act as a 'critical friend' of the company. We are also in frequent communication with the Advisory Group members between meetings.

In addition to this personal monitoring, the company has a set of policies covering areas such as Privacy, Equality and Safeguarding. We also have a code of conduct covering our staff, including volunteers.

Turning to Project monitoring, we have in the past received public funds, charitable donations and grant aid from bodies such as the Lottery Heritage and Armed Forces Covenant Trust Funds. Consequently, we are accustomed to meeting the project monitoring requirements of the bodies from whom we receive grant aid.

Financial matters are controlled through our Quickbooks accounting system, and progress against project goals and outcomes requirements is monitored at weekly team meetings. We also collect attendance numbers and feedback from both our participants and volunteers. In some cases, where required, we operate monthly reporting to our sponsors.

Part 5: Funding

What is the total cost of your project? (Please remember to enclose two quotes if applicable)

£5,880

How much money are you applying for?

£3,600

(The balance of £2,280 required to run the project is available.)

Have you applied for funding from anywhere else? Please give details

We have not applied to anyone else for funds to support this series of workshops.

We are however trying to raise funds to cover additional series throughout the year. Consequently, in addition to applying to Oakham Town Council we have submitted an application to the Charitable Foundation for Leicestershire and Rutland and will continue to apply for grants elsewhere until we have sufficient funding for the whole year.

If our application to you is successful, the first series will run regardless of the outcome of any other application we make for funding elsewhere.

Please give an approximate breakdown, if applicable, of how you expect to spend the money:

One series of six two-hour sessions led by professional and qualified leaders can be delivered for a grant of £3,600. This covers places for 20 participants – 10 'duos' comprising a person with a dementia diagnosis and their carer/loved one. This equates to a total of 240 hours of valuable engagement and support for those participating over the series, which leads to an individual cost per head of only £15 per hour – less than the cost of a music lesson, window cleaner or gardener, for example.

The £3,600 covers the cost of:

- a dementia-trained professional artist/workshop leader;
- delivering a verifiably successful workshop model which really does help those attending;
- the workshop leaders' materials and consumables;
- RCV providing publicity & social media, administration, promotional activities, project set up, session management, quality assurance and evaluation;
- attendance at every session by a member of RCV staff with an advanced DBS check
- recruiting and managing volunteer help;
- refreshments.

The cost of room hire is not included because it varies greatly from venue to venue. For example, Oakham Castle charges £120 per session but the Commodore's Room at Rutland Sailing Club is free of charge. We would of course hope to find the latter in Oakham – as we did in Uppingham.

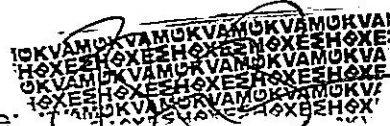
If your application is unsuccessful, are funds available to ensure your project goes ahead? If yes, please give details:

The project will not go ahead if this application is unsuccessful because we do not have funds to run a new series of workshops without help.

Clearly, we hope that the Town Council will make an award of the full amount and thereby guarantee that the first series of workshops can run. However, if you are unable to fund an entire series, we hope that you would agree to our seeking an additional partner so that the series can run later in the year.

Signature: _____

Date: _____



12/02/2020

Unaudited Financial Statements for the Period 22 November 2017 to 31 March 2019

for

Rutland Community Ventures Ltd

Rutland Community Ventures Ltd

Income Statement
for the Period 22 November 2017 to 31 March 2019

	£
TURNOVER	35,163
Other income	1
Staff costs	(25,796)
Other charges	(9,592)
Taxation	-
DEFICIT	<u>(224)</u>

Rutland Community Ventures Ltd (Registered number: 11075693)

Balance Sheet
31 March 2019

	£
CURRENT ASSETS	1,134
CREDITORS	
Amounts falling due within one year	(1,358)
NET CURRENT LIABILITIES	<u>(224)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>(224)</u>
RESERVES	<u>(224)</u>

NOTES TO THE FINANCIAL STATEMENTS

1. STATUTORY INFORMATION

Rutland Community Ventures Ltd is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address are as below:

Registered number: 11075693

Registered office: 2-3 Rectory Place
Loughborough
Leicestershire
LE11 1UW

As the company is limited by guarantee it does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

2. AVERAGE NUMBER OF EMPLOYEES

The average number of employees during the period was 2.

Rutland Community Ventures Ltd (Registered number: 11075693)

Balance Sheet - continued

31 March 2019

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the micro-entity provisions.

The financial statements were approved by the Board of Directors on 18 June 2019 and were signed on its behalf by:

A.F. Gray - Director

Rutland Community Ventures Ltd

Report of the Accountants to the Directors of
Rutland Community Ventures Ltd

As described on the Balance Sheet you are responsible for the preparation of the financial statements for the period ended 31 March 2019 set out on pages one to three and you consider that the company is exempt from an audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Chesterton House Accounting Services LLP
2-3 Rectory Place
Loughborough
Leicestershire
LE11 1UW

18 June 2019

This page does not form part of the statutory financial statements

Rutland Community Ventures Ltd

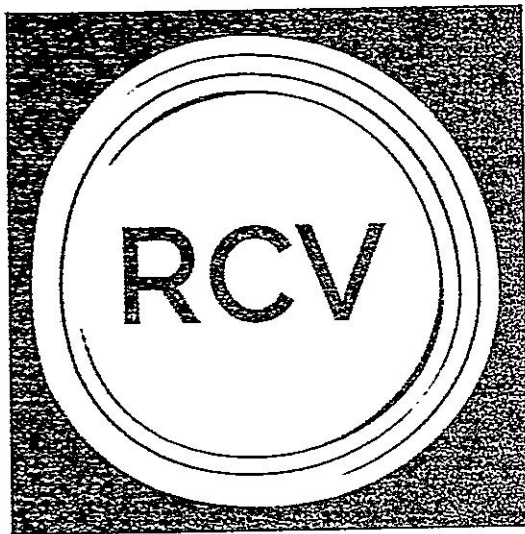
Detailed Income and Expenditure Account
for the Period 22 November 2017 to 31 March 2019

	£	£
Turnover		
Services	25,263	
Grants	9,900	
	<hr/>	35,163
Other income		
Bank interest		1
		<hr/>
		35,164
Expenditure		
Rent	4,263	
Directors' salaries	18,104	
Post and stationery	82	
Travelling	188	
Insurance	511	
Repairs and renewals	115	
Training	1,350	
Computer costs	2,034	
Sundry expenses	74	
Accountancy	756	
Freelance staff	7,692	
Entertainment	129	
	<hr/>	35,298
		(134)
Finance costs		
Bank charges		90
		<hr/>
NET DEFICIT		<u>(224)</u>

This page does not form part of the statutory financial statements

Management Report

Rutland Community Ventures Ltd
For the period ended 12 February 2020



Prepared on
12 February 2020

For management use only

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Profit and Loss

	Total
INCOME	
1 Services	22,561.00
2 Project Revenue	8,550.00
Total Income	31,111.00
GROSS PROFIT	31,111.00
EXPENSES	
227 Rent	5,900.70
254/1 Director remuneration	2,400.00
2541 Directors' remuneration	2,310.00
264 Printing, postage and stationery	515.30
270 Insurance	573.75
279 Computer running costs	44.39
279.1 Design Services	681.25
279.2 Internet & Web Costs	374.49
285 Accounting	936.00
311 Freelance Staff	3,708.60
321 Entertaining	148.70
378 Bank charges	54.00
Total Expenses	17,647.18
NET OPERATING INCOME	13,463.82
OTHER INCOME	
130 Bank interest - received	-16.23
Sundry income	530.00
Total Other Income	513.77
NET OTHER INCOME	513.77
NET INCOME	£13,977.59

Balance Sheet

	Total
FIXED ASSET	
Total Fixed Asset	
CASH AT BANK AND IN HAND	
692 Santander Business Account	7,035.56
693 Unity Current Account T1 (8485)	27.13
Total Cash at bank and in hand	7,062.69
CURRENT ASSETS	
614 Prepayments	306.87
Total Current Assets	306.87
NET CURRENT ASSETS	7,369.56
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	
Current Liabilities	
727/1*1 Director Loan Account - AG	836.00
727/1*2 Director Loan Account - BS	450.00
755 PAYE & NIC Control Account	-720.00
767 Net pay control	-7,540.00
785 Accruals	72.00
Total Current Liabilities	-6,902.00
Total Creditors: amounts falling due within one year	-6,902.00
NET CURRENT ASSETS (LIABILITIES)	14,271.56
TOTAL ASSETS LESS CURRENT LIABILITIES	14,271.56
TOTAL NET ASSETS (LIABILITIES)	£14,271.56
CAPITAL AND RESERVES	
Retained Earnings	-224.03
Profit for the year	14,495.59
Total Capital and Reserves	£14,271.56