

Reaching Communities Outline proposal form



For use in England only

Use this form to tell us about your organisation, the project you would like us to fund, and the proposed outcomes. By outcomes we mean the changes that will happen as a result of the project.

Before you complete this form make sure you have read our **Programme Guidance booklet**. This information changes from time to time so make sure you have the latest version. Check our website or call the number below if you have had this form for three months or more.

Remember this is not an application form and when you hear from us again it will not be a decision on whether to give you a grant. If we think your proposed project outcomes are ones that we might support, we will send you an application form and tell you what you need to do before you apply.

You can also get this form in Braille, on audio tape, on disc or in large print by calling us on 0845 4 10 20 30, textphone 0845 602 1659.

Do not send extra information unless we have asked for it. If you are not sure how to answer any questions, we will be happy to help. Please call or email us, using the details given on Card 10.

Please send this form to the address below.

Where to send your form

If you are going to email this form, please send it to the outline proposal team at:

opteam@biglotteryfund.org.uk

If you are going to post this form please send it to:

Outline Proposal Team
Big Lottery Fund
8th Floor
Edmund House
12-22 Newhall Street
Birmingham
B3 3NL

If you choose to send us the form by email, you must send hard copies of any other documents including page 9 as we need to receive the original signatures.

Section 1: Organisation details

1.1 Organisation name

What is the legal name of your organisation as it appears on your governing document? If your organisation is also known by another title please put this in brackets. For example “The Baron Neighbourhood Association’ (known as ‘BNA’)”

Wiveliscombe Area Partnership

1.2 Organisation address

What is your organisation’s main address?

Wiveliscombe House

The Square

Wiveliscombe

Postcode

TA4 2JT

Fax number
(if applicable)

Phone number 1
(or textphone)

01984 624777

Email address
(if applicable)

wiveylink@wiveliscombe.com

Phone number 2
(or textphone)

Web address
(if applicable)

www.wiveliscombe.com

1.3 Related organisation

If you are a branch of, or related to, a larger organisation, tell us who they are, as they may have some legal responsibility if we make a grant.

1.4 When did your organisation start?

Month

January

Year

2002

1.5 What are the main activities of your organisation?

The provision of a door-to-door bus service for the residents of 26 rural parishes in the Taunton Deane and West Somerset Districts of Somerset. The Area is very rural with dispersed settlements and in many areas Public Transport is not available. The service is particularly aimed at vulnerable people which include the aged, disabled and young people. The service is daily during the week with specific planned journeys at weekends and buses are driven by an entirely volunteer force of drivers.

1.6 Main contact details for the project

Fill in the following details about the person in your organisation who will be the main contact for your project.

Title	First name	Surname
	John	Harris

Position or job title

Chair

Please tell us about any particular communication needs your main contact has. This might include Braille, audio tape, large print, sign language or a community language.

Address for correspondence (leave blank if same as the organisation's address)

Postcode		Fax number (if applicable)	
Phone number 1 (or textphone)		Email address (if applicable)	
Phone number 2 (or textphone)		Web address (if applicable)	

If the address for correspondence is different from the organisation's registered address please tell us why.

1.7 Organisation type

What is the legal status of your organisation? For example, statutory authority, registered charity, company limited by guarantee.

Company limited by guarantee

Please send us a copy of your governing documents (for example constitution, set of rules, trust deed, or memorandum and articles of association) unless you are a statutory body.

1.8 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so please write it below.

You should note that if we award you a grant we may require you, through your solicitor, to provide us with a legal opinion which confirms that under your governing document your organisation has the legal power to deliver the grant purpose.

Charity number

Company number

4351175

VAT registration number

Other (please specify)

1.9 Your organisation's bank account

All organisations that receive a grant from us must have a bank or building society account in the name of the organisation as shown on your governing documents. Cheques and other withdrawals must be signed by at least two people who are not related to each other. You can send us an outline proposal without having this but you will need to set up an account before we give you a grant.

Do you meet this requirement?

Yes

No

1.10 Your organisation's accounts

All organisations that receive a grant from us must produce annual accounts. If you are a new organisation that has been going for less than 12 months, we need you to produce an estimate of your first year's income and expenditure instead. You can send us an outline proposal without having done this but you will need to do it before you fill in the full application form (if we send you one).

Do you meet this requirement?

Yes

No

(but we will put this in place before we apply)

1.11 Has your organisation ever applied for a grant from:

Big Lottery Fund

Yes

No

New Opportunities Fund

Yes

No

Community Fund

Yes

No

National Lottery Charities Board

Yes

No

Section 2: About your project

2.1 Project name

What is the name of your project?

Wivey Link Social Enterprise NOW

2.2 Project summary

Briefly describe your project, telling us what you plan to do and where the project activities will be located, noting which England region(s) your project will operate in.

Overall Aim

To bring down operating costs and to increase revenue thus ensuring that Wivey Link can develop as an organisation that has minimal dependence on grants and funding whilst meeting the needs of the rural community it serves particularly those who are vulnerable and socially excluded

Key Aspects of the Project

The funding for this project will be used to employ 2 part time workers and a part time manager to operate the Wivey Link community transport scheme over five years.

Purchasing new journey booking software that will enable Wivey Link to reduce its costs in the medium and long term.

Training all relevant staff in the use of the software and paying for five years worth of support from the software producer.

Working with relevant individuals and organisations to develop a business plan and strategy for Wivey Link.

Purchase a new printer/scanner/fax to improve communication and to enable Wivey Link to improve its marketing.

The development of a marketing campaign to increase the number of users of Wivey link over a five year period.

Project Background

The project will operate in the South West of England from the Market Town of Wiveliscombe in Somerset which has MCTI status. It covers 26 parishes within the two Districts of Taunton Dean and West Somerset in the county of Somerset. The organisation is located in the town's Community Office and shares this space with a number of other community organisations such as the CAB .

Wivey Link has been in operation for some three years and in that time it has grown in terms of passenger numbers and journeys made.

In 2004/5 Wivey Link made 2440 single passenger journeys and served 15 special groups using 2 people carriers and employing 20 volunteers.

When it first started Wivey link was entirely dependent on grants. It has now started to develop its income streams and is looking to become self financing, without the need for outside grants or assistance in five years time.

This whole project focusses on increasing the market and customer base of Wivey link and bringing down costs.

Key Beneficiaries of the Project

People living in a socially and materially deprived area

People who are in need through age, disability or illness

People with urgent or acute problems

People with persistent and enduring problems

People who are socially isolated and lacking family and informal support

People of any age who do not have access to transport.

(Maximum 200 words)

What is the need for your project and how have you identified that need?

The need for the Project has been identified through the consultation process that is described in the answer below

The Project has feed-back from Special groups that it serves all of whom have reported how important the service is to their members. The Groups include:

Artbus - Somerset Art Week
Heritage Trail
Somerset Partnership NHS Trust
Pulsford Lodge Care Home
St Michaels Church, Milverton
Wellington Church Group
Lodge Close Stroke Clinic, Wellington
Pain Clinic, Musgrove Park Hospital
Conquest Disabled Riding Centre
Army Cadet Training
Dunster Flower Show
Wiveliscome & Milverton Doctors' Surgeries
Taunton Baptist Church Group
Wiveliscombe Day Centre for the elderly
Milverton Day Centre for the elderly

(Maximum 200 words)

We want to ensure that the projects we fund clearly meet the identified needs of the local communities. Please describe any work that partnerships or other organisations have done in your area that identifies what priorities are most important to address. This could include telling us about how your project complements local plans, strategies or initiatives.

Parish Plans

Two of the 26 Parishes have completed Parish Plans that highlighted rural transport as an issue and one further Plan is in process.

MCTI Community Strategy

This Strategy involved major consultation over ten parishes on six priority themes. This work was carried out by a professional Community Agent and resulted in the production of a Community Strategy for the area that has been adopted by the three Local Authorities and the two Local Strategic Partnerships (LSPs). The transport needs were clearly identified during this process.

Feedback from Users of the service and increasing demand

The volunteer drivers have reported that all users of the service are happy with the service and in many cases see it as essential. This is particularly true of those on low incomes, in very rural locations, the elderly, disabled and young people. The evidence for this is documented.

Over the past year demand has been increasing showing that with time the service will continue to grow making it possible to reach sustainability.

Linking to other relevant Local Strategies

Wivey Link works closely with partners from the Local Authorities, other Community and Voluntary Organisations and Statutory Agencies. As such it is working to address relevant targets in the Local Area Agreement for Somerset which include:

Target 9 - increasing the provision of key public services by Voluntary and Community Sector

Through the provision of a community transport service
Through encouraging more individuals to volunteer
Providing accredited training for volunteers
Moving towards self-sufficiency

Target 12 - to increase the overall number of older people who live at home

Through enabling older people to access services
Through door-to-door service with staff that are trained to meet the needs of people with disabilities and those who are vulnerable

(Maximum 200 words)

2.3 Project outcomes

Briefly describe what difference your project will make by listing up to five proposed outcomes (see our guide to outcomes).

1. People having better chances in life, with better access to training and development to improve their life skills through the provision of training for volunteers and by providing transport to services for those in need.
2. A stronger community with more effective citizenship and a focus on issues relevant to the area through the encouragement of volunteering and through enabling people to volunteer by providing transportaion.
3. Improved health and safety of vulnerable people living in the area by providing transport to health care services and by providing safe transport links for those people to lead normal lives despite their situation in life.
4. Reduced impact of rural isolation by linking people both with each other and with public transport facilities in general
5.

Your proposed project outcomes should meet at least one of the Big Lottery Fund's outcomes. If we ask you to fill in a full application form, you will need to explain in detail how your project will meet these.

2.4 Project beneficiaries

Tell us about the people and organisations that will mostly benefit from your project and how they will be involved.

Wivey Link serves ALL the community around Wiveliscombe. The primary beneficiaries will be vulnerable people and those that are socially excluded because of age, income, disability, and lack of transport.

The Community benefits by having a bus service that offers concessionary fares where appropriate and that operates door-to-door. This is needed because of the lack of access to public transport highlighted in the Community Strategy.

Beneficiaries will be involved in the service through an annual survey of needs and satisfaction which is carried out at present but will be upgraded under the new business plan. Wivey Link works closely with Somerset County Council's Community Transport unit and has regular meetings with them looking at service provision and where it can be improved.

(Maximum 200 words)

How many people will benefit directly from the project? You may not know the exact number at this stage but please give us a reasonable estimate.

500+

and / or

How many organisations will benefit from the project? You may not know the exact number at this stage but please give us a reasonable estimate.

15

2.5 Project costs

We understand that the figures you give at this stage will be estimates and that they might change in your full application.

How much will the project cost?

£ 120,000

How much of this is capital?

£ 12,000

How much would you like from us?

Revenue: £ 75,000

Capital: £ 12,000

Total: £ 87,000

How many years would you like us to fund? 1 2 3 4 5

Section 3: Finishing your outline proposal

While we will accept all other information electronically, you must provide original signatures. Your signature on this form confirms that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000, and that you accept that we will not be liable for any loss or damage to you as a result of fulfilling these obligations.

Checklist

We have included this checklist to help you check you are sending us a fully completed outline proposal. Please tick one of the following boxes before you send your outline proposal to us.

You have emailed your outline proposal to the Big Lottery Fund and enclosed your organisation's signed governing document with this declaration (signed on page 9).

You have emailed your outline proposal and enclose this declaration only (signed on page 9). You do not need to send your organisation's governing document because you are a local or other statutory authority.

You have enclosed your outline proposal and your organisation's signed governing document with this declaration (signed on page 9).

You have enclosed your outline proposal with this declaration (signed on page 9) but do not need to send your organisation's governing document because you are a local or other statutory authority.

Data Protection Act

We will use the information you give us on the application form during assessment and the life of a grant (if awarded) to administer and analyse grants and for our own research purposes.

We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding processes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with other Lottery distributors, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in Lottery applications and grants, or for the prevention or detection of fraud.

We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first.

We will take your signatures on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

You have not altered or deleted the original wording and structure of this application form as it was originally provided or added to it in any way.

Project Name (this should be as it appears in Section 2.1)

This will enable us to match your declaration to your outline proposal if these have been sent separately.

Wivey Link Social Enterprise NOW

Signatory one

Name of the organisation as it appears on your governing document

Wiveliscombe Area Partnership

Name of main contact as given in section one

John Harris

I am authorised by the organisation to send you this outline proposal

Name

Position

John Harris

Chair

Signature

Date

Signatory two

Name of the organisation as it appears on your governing document

Wiveliscombe Area Partnership

Name of the chair, chief executive or person of similar authority in your organisation. If you are a company, this form must be signed by two directors or a director and the company secretary.

Name

Position

John Harris

Director

Signature

Date

Name

Position

John Bone

Director

Signature

Date

If you would like the Big Lottery Fund to send the main contact information about itself and the other Lottery good causes please tick this box. If you don't agree to this leave the box blank.