

# East Devon Action on Poverty Fund

## Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of your grant application. Your information will be held temporarily by SNAP Surveys Ltd who provide the software used for the application. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.

Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online: <http://eastdevon.gov.uk/privacy>

SNAP Surveys Ltd Privacy Policy: <https://www.snapsurveys.com/survey-software/privacy-policy-uk>

## Confirmations

**1. Please select the box below to confirm that you've read and understood the online guidance, terms and conditions for our East Devon Action on Poverty scheme and agree to abide by all the requirements, terms and conditions of the grant.** You won't be able to fill in the application form without confirming this.



**2. Please select the box below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is classed as confidential or protected under data protection legislation and policies it will be made public. This will be in the form of the agenda and minutes of the decision making meeting and to fit in with any other Freedom of Information requests. If any information you have given is exempt from disclosure under the Freedom of Information Act, it may be redacted before the remainder is published.**

Find out more here: <http://eastdevon.gov.uk/access-to-information/freedom-of-information/>



## A. Checklist

**3. If you answer 'No' to any of the following questions you are not eligible for this funding:**

	Yes	No	Does not apply
Do less than 25% of the beneficiaries of your project live outside East Devon?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a properly constituted not for private profit organisation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a constitution and a minimum of two wholly unrelated trustees / directors and your own separate bank account, with a minimum of two wholly unrelated signatories?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you applying for a maximum of 50% of the total costs of your project?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have at least 70% of your match funding (funding from other sources) in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your project meet one or more of the aims of our Poverty Strategy and Action Plan:

<https://eastdevon.gov.uk/council-and-democracy/council-business/poverty-reduction-strategy/about-the-poverty-reduction-strategy/>

Are you applying to us for funding of between £500 and £5,000?

Do you have one written quotation if the total cost of your project is under £5,000, three written quotes (if possible) if it is between £5,000 and £100,000, or five written quotes (if possible) if it is over £100,000?

Would any grant money awarded be able to be spent and claimed within 12 months of receiving a grant offer letter in around December 2022?

**4. If you answer 'Yes' to any of the following questions you are not eligible for this funding:**

	Yes	No	Does not apply
Is your project for ongoing costs?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Has your project previously had any funding from East Devon District Council? For example from Crowdfund East Devon, our Coronavirus Community Food Fund, or our Small Community Grants.

## B. About your organisation

### 5. The name of your organisation:

Open Door Exmouth

### 6. Is your not for private profit organisation:

- A parish council
- A properly constituted voluntary or community group
- A Charity registered with the Charities Commission
- A Community Interest Company registered with Companies House
- Other properly constituted and not for private profit organisation, please describe below:

### 7. Your position within the organisation:

Chief Executive Officer

### 8. Postal address of your organisation:

Open Door Exmouth Church Street Exmouth EX8 1PE

### 9. Email address of your organisation:

info@opendoorexmouth.org.uk

### 10. Web address of your organisations website (if you have one):

www.opendoorexmouth.org.uk

## C. About you

### 11. Your name:

[REDACTED]

### 12. Your email address, if different to the email address of your organisation above:

[REDACTED]

### **13. Describe the project, item or activity for which the funding will be used:**

This should be a minimum of 100 words.

Please send any pictures, quotes, photos and videos by email to [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk) or by post to Jamie Buckley, Community Engagement and Funding, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

The funding will be used to extend our services as a six-month pilot by increasing opening times to provide a supportive space across the week including Saturdays. We will offer low-cost food as well as free meals, laptop and internet access, access to free food from the community fridge and baby items from the Baby Bank. We will use the funding to improve and extend our support services by training our support staff and volunteers in understanding how fuel poverty impacts mental health and in 'Financial First Aid' so the team are better equipped at supporting people with financial worries.

### **14. Why do you want to carry out this project and what difference will it make? How do you know this is needed? Who and how have you consulted?**

This must be a minimum of 100 words, if it is not, your application will be returned to you.

Our Community Café currently opens 3 days/week. This year we have seen a 32% increase in 1:1 support visits and 41% increase in free meals due to poverty, compared to pre-Covid (2019). Our Community Fridge has received 1514 visits (15 people each day), giving away 9,616 kg of food. 51% more people are using our laundry and shower services, particularly homeless individuals. Our service users tell us regularly that they wish we were open more. There are no other support services available on Saturdays which we have identified as a gap for working individuals who are struggling with hidden poverty.

### 15. How will your project, item or activity help meet the aims of our Poverty Strategy?

Write in all of the specific actions / aims from the wording of the Strategy and / or Action Plan that are relevant to your project / activity, and tell us how your project / activity helps meet those aims. If your answer does not contain this information, your application will be returned to you.

Poverty Strategy: <https://eastdevon.gov.uk/council-and-democracy/council-business/poverty-reduction-strategy/about-the-poverty-reduction-strategy/>

Objective 1 - Helping people on low incomes to maximise their income and minimise their costs, building financial resilience, and reducing indebtedness Our support staff and volunteers will support local residents by identifying entitlements to benefits. By increasing our opening times across the week, more people can benefit from this support. The team can signpost and refer people in financial hardship to funds and schemes that can improve financial situations. Food poverty is addressed by offering access to the Community Fridge across the week as well as low-cost and free meals. We work closely with Exmouth Food Bank and can continue to make referrals as well as provide emergency food parcels on Saturdays when the Food Bank is not available. Our support team will be trained in 'Financial First Aid' and will access resources and information from 'The Money Course' to support people with financial worries. Objective 2 - Strengthening families and communities, including supporting groups of people that are more likely to experience poverty By providing an increase in services across the week, we will be looking to expand our volunteering team providing an increase in opportunities for people to connect and give back to their community, with a focus on supporting those

### 16. If your application was successful, when do you think you would:

Please bear in mind that decisions will not be made until the end of November 2022

Start work on the project item / activity:

Spend the East Devon Action on Poverty grant:   
This must be within 12 months of finding out you have been successful in your application.

## E. The costs of your project

**17. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project / activity is under £5,000 you must provide one written quotation. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and will include it as part of your application?**

Please note that this is for the total cost of your project, and not based on the amount you are applying for from us. If you are purchasing items, the quotations could be copies of websites where you can purchase the items, detailing quality and cost.

- Yes - please detail as part of question 19 and send written quote(s) by email to [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk) or by post to Jamie Buckley, Community Engagement and Funding, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.
- No - you need to do this before submitting your application

**18. Can your organisation claim VAT back on what you spend on this project / activity?**

- Yes - submit project costs not including VAT below (nett)
- No - submit project costs including VAT below (gross)

**19. Please tell us about the costs and funding for your project:**

Total cost of project / item / activity: £6,021.60

Please tell us how you've arrived at this cost:

See attached information detailing costs

Amount of money you are applying for from our Action on Poverty Fund: This must be between £500 and £5,000, and a maximum of 50% of your total project / activity costs.

£3,010.80

**20. Match funding**

50% of the funding for your project must come from elsewhere, and you should have at least 70% of your match funding confirmed before applying to us. Tell us about:

any contribution from your organisation, and how it has been raised:

£3000 Souter Charitable Trust

confirmed funding from other grants providers: Please tell us the amounts, name of the grant and name of the funding provider.

any grants you have applied for from other grants providers but have not yet had decisions on: Please tell us the amounts, name of the grant and name of the funding provider.



what money you have left to raise (shortfall), if any, and how you intend to raise it:

£10.80 from our own reserves.  
We will be applying to the Growing Communities Fund from Devon County Council to keep the project going if needed.

I confirm that:

- I am authorised to sign on behalf of the above named organisation and that any funding will not benefit any individual or private business and will only be used for the purposes specified;
- This East Devon Action on Poverty grant will be used for the purpose outlined in the application form, by the deadline specified and any unspent / uncommitted monies will be returned to East Devon District Council promptly.
- That I / we will provide East Devon District Council with a statement of how the funding has benefited the organisation / local community, photographs / videos and copies of invoices / receipts for the expenditure of the grant amount. Please see the guidance for details of what we require.
- That I / we acknowledge and understand that approval of any grant relating to this application does not commit the council to ongoing funding.
- I / we agree to all other terms, conditions and requirements of the funding.

Name: [REDACTED]

Date: 28.09.22

Thanks for your application. Please click on the 'submit' button below to send it to us.



## **Open Door Exmouth application**

### **Full answer to question 15:**

Objective 1 - Helping people on low incomes to maximise their income and minimise their costs, building financial resilience, and reducing indebtedness Our support staff and volunteers will support local residents by identifying entitlements to benefits. By increasing our opening times across the week, more people can benefit from this support. The team can signpost and refer people in financial hardship to funds and schemes that can improve financial situations. Food poverty is addressed by offering access to the Community Fridge across the week as well as low-cost and free meals. We work closely with Exmouth Food Bank and can continue to make referrals as well as provide emergency food parcels on Saturdays when the Food Bank is not available. Our support team will be trained in 'Financial First Aid' and will access resources and information from 'The Money Course' to support people with financial worries. Objective 2 - Strengthening families and communities, including supporting groups of people that are more likely to experience poverty By providing an increase in services across the week, we will be looking to expand our volunteering team providing an increase in opportunities for people to connect and give back to their community, with a focus on supporting those experiencing poverty. Objective 4 - Addressing the high cost of housing, improving housing conditions, and reducing homelessness Our café provides a warm, safe, supportive space during the day; we see many single elderly individuals as well as homeless people and rough sleepers. By extending our services, more people can benefit from a warm space, receive support, access laundry facilities, showers and be referred to agencies such as East Devon's Housing Outreach Team. Objective 5 - Improving health outcomes for people on low incomes We currently provide free meal gift cards for families during school holidays. We will extend this by working with other agencies to provide further meal gift cards for families (adults and children) to access hot food on Saturdays. Over the Christmas period we will be distributing further meal gift cards through Exmouth Food Bank. Our team will receive training by National Energy Action to understand the links between fuel poverty on mental health so that they are able to appropriately support those who are struggling with the impact of fuel poverty. We will be attending Adult Mental Health Multi-Agency meetings to share and refer concerns.

# Open Door Exmouth application

## Queries and answers to those queries

**Query 1:** So this grant funding application is to provide money towards a project that will enable you to open up on Saturdays, and also to provide financial first aid training and impact of fuel poverty on mental health training? However, the costs you have listed are: £1527: Staff and Volunteer Training: Financial First Aid (15 people) and Fuel Poverty & Mental Health (5 people) £225: Money Course resources to use in-house £1000: 50kg weekly delivery of FareShare food for Community Fridge £650: Cost of providing 130 x £5 Meal Gift Cards £1078: Counter top chiller and heated unit for cafe plus installation £2892: Staff costs for additional hours to open Cafe on a Saturday (2 staff members working 5 hours each over 6 months) £572: Gas and electric additional cost for opening on Saturdays based on current usage. If some of this is for ongoing costs / for things you are already doing it wouldn't be eligible.

**Answer:**

### **Training and budgeting resources:**

We do not offer any financial first aid support currently and the team have not had the mental health/fuel poverty training before. The Financial First Aid Course is a set amount of £325 for up to 15 people so I would have opened this up to the team whether they worked on Saturdays or not. However, I can change this to reflect a per/person costing and allocate this just to Saturday staff and volunteers (2 staff and 6 support volunteers = £151 + £76.80 training time = £227.80

Regarding Fuel Poverty/Mental Health training, we have not received this training before but have included this as we are responding to the current cost-of-living situation and believe this will equip our team as they meet increasing need on Saturdays. Because our support team volunteer during the week too, it would be impossible to say that they could only apply this training on a Saturday. I can reduce this training to 2 staff and 6 support volunteers (as above) so the training would be £96 x 7 = £672 + £76.80 training time = £748.80

The budgeting resources are brand new to us and never been used before; they will be used on Saturdays but could also be used during the week too.

### **Community Fridge Additional food**

The Community Fridge is already running but there is not enough food to keep the fridge stocked for people in need who access the café on Saturdays. This cost means we can purchase food from FareShare to meet need on Saturdays.

### **Chilled Counter Unit and Heated Display Unit plus installation**

Saturday openings mean we need to run differently than we do in the week as we have budgeted for a partial rather than full staff team. This means items such as a heated display cabinet and chiller, enable us to prepare and provide a selection of hot and cold food without the cost of a third staff member in the kitchen. Inevitably this will benefit us during the week too, but the purchase is specifically designed to provide a variety of hot and cold food on Saturdays.

### **Staff Costs**

To run Saturday opening

### **Utility Costs**

Additional costs to open the café on a Saturday

### **Gift Cards**

These are the equivalent of free meals; we give away approx. 5 free meals/day at the cost of £5

**Query 2:** I'm afraid you wouldn't be able to start work on any of the project before we have told you your application to us has been successful, as stated in the guidance: Projects where work has already started before we've confirmed you've been successful in your application. You could either:

- Delay your whole project until you have heard from us whether you have been successful or not (which would be the first week of December) OR
- Amend your application so it only includes things that start after you would have heard from us if you have been successful.

**Answer:** We can delay the start of the project until the start of December 2022.

Open Door Application – amended costs



Pilot Café Services Extension' Quote for Action on Poverty Application

Oct-22

Funding Required	Link/Notes	Breakdown	Staffing Costs	Total Cost	*New* Adjustments	*New* Totals
Training: Understanding Fuel Poverty and Health: Impacts on Mental Health Webinar (2.5 hours) for 5	<a href="#">Training Diary - National Energy Action (NEA)</a>	£80 +VAT (non member) = £96 x 8 = £768	Additional Staff Hours to attend training: £192 for five staff	£960.00	£96 x 7 people + £76.80 staff time	£748.80
Training : Financial First Aid Money Course	<a href="#">Equip your team with the money skills they need — The Money Course</a>	15 people: £325 (2.5 hours)	Additional Staff Hours to attend training: £242 for five staff and 10 vols	£567.00	8 people £151 + £76.80 training time	£227.80
Resource: Money Course budgeting resources and tools	<a href="#">Equip your team with the money skills they need — The Money Course</a>	£225		£225.00		£225.00
Community Fridge additional food	<a href="#">FareShare - Getting Food</a> we are already members and can access further deliveries of food		Additional 50Kg/week of food	£1,000.00		£1,000.00
Equipment: Chilled Counter Unit	<a href="#">Empire Atosa Curved Glass Refrigerated Deli Counter Display 110 Litre - WTY110L   Commercial Catering Equipment at Empire Supplies (empiresuppliesonline.co.uk)</a>			£478.00		£478.00
Equipment: Heated Food Display	<a href="#">Buffalo Heated Food Display 45Ltr - CK916   Commercial Catering Equipment at Empire Supplies (empiresuppliesonline.co.uk)</a>			£450.00		£450.00
Staff Cost: Lead Support Worker and café Manager		MJ: +5 hours/week over 6 months	£274/month x 6	£1,644.00	£274/month x 4 months	£1,096

Staff Cost: Cook		KRB +5 hours/week over 6 months	£208/month x 6	£1,248.00	£208/month x 4 months	£832
Utility Costs	Based on winter usage	Electric: £15/day Gas: £7/day	£22/day x 6 months	£572.00	£22 x 4 months	£381
Electrician	Awaiting quote; estimate given to install and provide electric source for chilled and heated display units			£150.00		£150.00
Gift Cards	532 free meals Jan - Aug 2022; 67/month; Equates to 5 vouchers per day open	26 weeks x 5 = 130 free meal gift cards at £5 each.		£650.00	17 weeks x 5 x £5	£433
<b>TOTAL</b>				<b>£7,944.00</b>		<b>£6,021.60</b>