



Sussex Community Foundation

Section 1 - Group/organisation

Group/organisation name and address

Name of your group/organisation

Community Minibus Association (West Sussex)

Address of your organisation

Street

The Old School Car Park, School Lane

Town/City

Storrington

County

West Sussex

Postcode

RH20 4LL

Telephone

0300 0309 908

General/office email

info@westsussexminibus.org.uk

Website

www.westsussexminibus.org.uk

Main contact person

These are the details that will be used for correspondence purposes and should be someone from your group/organisation who can discuss the application.

Title

Mr

Surname

Whyley

Job title

Trustee

Forename(s)

Steve

Work/office phone (if different from above)

01903744697

Home phone (if required)

01903744697

Mobile phone

Email

stevewhyley88@gmail.com

☐ Use organisation's address for correspondence

Street

Mulberry

Town/City

Storrington

County

West Sussex

Postcode

RH20 3HX

Group/organisation start date

Month

01

Year

1976

What type of group/organisation are you?

Select as many as appropriate. If you are a CIC please provide us with a copy of your CIC 34 report

☒ A registered charity 1173818

☐ Company limited by guarantees

☐ Unincorporated club or association

☐ Community interest company

☐ Charitable Incorporated Organisation

☐ Other

Your group/organisation's financial information (for the last financial year)

Income

70764

Expenditure
72521

Reserves
346575

Staffing and volunteers

How many of each of the following are involved in the group/organisation?

Full time staff / workers	0	Part time staff / workers	0
Management committee	7	Volunteers (excluding management committee)	400

Section 2 - About your group/organisation and your grant application

What does your group/organisation do? Please do not use more than 50 words

Minibus transport services, as a community and social service, to residents of West Sussex unable to use public transport. We provide a door-to-door pick up and return, for shopping, lunches, special outings and social occasions. This helps our older members in particular to maintain independence and reduces potential isolation

What use will you make of the grant you are applying for? Please do not use more than 100 words.

The grant is required to contribute to the purchase of one or two replacement minibuses which are required this year. The Charity has a fleet of 12 minibuses with a policy of replacement after 10 years if new, or 8 years if purchased as low mileage second hand, the latter will be the goal for this year. With this policy, for some years there is a need to purchase two minibus not one, which is the case for this year.
External grants also help us to ensure our passenger membership and trip feed are at readily affordable levels.

Please describe how your group/organisation involves people who use the service, or the community you serve, in planning your work Please do not use more than 200 words

The charity is a success story of how a group of enterprising people in 1975 set out to help their neighbours in rural areas who had been deprived of public transport, by providing just that.

What started over 40 years ago as the Community Minibus Association, with one minibus in Pulborough and 10 years later had 4 vehicles, has now grown into a Charitable Incorporated Organisation (previously unincorporated charity - number 275787 until 2017), with 12 minibuses in 8 bases covering 17 villages, and which in 2016 has been presented with the Queens Award for Voluntary Service..Our services help almost 700 passengers, many of older generation and without transport, to gain access to shopping centres and other locations. For many, we are their lifeline to avoid social isolation and to meet people on a regular basis.

The charity is run entirely by approximately 400 unpaid volunteers, either as drivers, passenger escorts, trip organisers, divisional organisers and trustees, all of whom wish to make a contribution to the well being of their community.

Project details

If you wish to be considered for a fund with specific criteria, we recommend making reference to the fund name in your application and you must show how your project addresses that fund's criteria.

Project / funding start date	Project / funding end date
01/07/2018	30/11/2018

Which part of Sussex do the people who will benefit from your project mainly live? Please select one of 'East Sussex', 'West Sussex' or 'Brighton and Hove'

West Sussex

Which local authority will the activity take place in?

Horsham

Please provide a full postcode which best represents the geographical area you will benefit.

RH20 4LL

Please describe your project or service. Please do not use more than 200 words

The project is to purchase 2 second hand low mileage minibuses, replacing 2 older, high mileage vehicles in our villages of Billingshurst and Pulborough. The former will take priority as sufficient funds are not available for the purchase of 2 minibuses

What are the disadvantages you are seeking to address? Why is the project or service needed? Please do not use more than 200 words.

The purchase of replacement vehicles will allow us to continue with transport services in these locations, using these vehicles for a period of up to 8 years. These more modern vehicles will overcome the low fuel efficiency and higher NOx emissions of the older vehicles, by using newer engines fitted with emissions control equipment. Servicing and general maintenance costs will also be reduced with the newer vehicles.

Replacement vehicles will also help to maintain and improve the clean and high quality image we wish to maintain for a charity with Queens Award status. This image is important to our passengers and also our Associate Group members, such as residents associations, scout and girl guide groups, church groups and school groups.

The purchase of minibuses is our major expenditure each year, with typical capital cost of £35k new, or £20k second hand, so buying two minibuses in one year is a major chunk of our cash reserves, unless external grants are provided as contribution to the funds needed.

What difference will your project make to the individual beneficiaries or to the community your work takes place in? Please do not use more than 300 words

The purchase of replacement minibuses allows us to continue our trips and transport services with confidence for many years to come. For the 2 specific villages where the replacement vehicles are planned, around 200 passengers and 11 associate member groups will benefit. In these villages we can also encourage volunteers additional to the 100 already helping run the organisation. Newer minibuses presenting high quality image will help us to increase our passenger membership, we will also reduce maintenance/servicing costs, fuel costs and emissions output.

The contribution of funds by third party grant providers also allows us to maintain our prudent cash funds policy of around one year expenditure in operating funds and 2 years + in cash reserves. Whilst this forward looking approach may be more longer term than some charities, we believe it is an appropriate one in consideration of the 8-10 year life of the vehicles (our primary assets) and also the growing ageing population in the area of West Sussex, many living alone and/or in isolated rural areas. Without funds from external grant providers, the cash outlay for one replacement minibus will reduce the stable financial future of the charity by around 6 months.

How will you demonstrate this difference? What evidence will you have? Please do not use more than 300 words

Passenger numbers are evidenced through our membership database. Reduced servicing costs and fuel consumption are evidenced through the returns received for each vehicle. Passenger or Group trip income is also monitored as an ongoing basis. From time to time we also take spot checks with volunteers and passengers about our service.

Will your project continue after the funding has ended? If so, how? Please do not use more than 200 words.

The funding is for a capital equipment purchase with expected life of up to 8 years, in accordance with our depreciation policy.

Section 3 - Impact

We only need you to select a single ('primary') option in each of the questions below. You can use 'other groups or issues' if necessary.

Beneficiaries

How many direct beneficiaries will there be from your project?

200

If there will also be indirect beneficiaries please outline who/how many these will be

100

Which category best describes the impact your project will have?

Promote reduction of isolation and disadvantage and access to local services

Primary Beneficiary - select a single option to represent the primary beneficiary group for this grant

Older people

Please list any other beneficiary groups who will benefit from your grant

- | | |
|---|--|
| <input type="checkbox"/> Black, Asian and minority ethnic | <input type="checkbox"/> Carers |
| <input checked="" type="checkbox"/> Children and young people | <input type="checkbox"/> Ex-offenders/offenders/At risk of offending |
| <input checked="" type="checkbox"/> Families/Parents/Lone parents | <input type="checkbox"/> Homeless people |
| <input type="checkbox"/> Lesbian, gay, bisexual and transgendered groups | <input checked="" type="checkbox"/> Local residents |
| <input type="checkbox"/> Long-term unemployed | <input checked="" type="checkbox"/> Men |
| <input type="checkbox"/> Not in education, employment and training (NEET 16 | <input type="checkbox"/> People in care or suffering serious illness |
| <input checked="" type="checkbox"/> People living in poverty | <input type="checkbox"/> People with alcohol/drug addictions |
| <input type="checkbox"/> People with learning difficulties | <input type="checkbox"/> People with low skill levels |
| <input type="checkbox"/> People with mental health issues | <input type="checkbox"/> People with multiple disabilities |
| <input type="checkbox"/> People with physical difficulties | <input type="checkbox"/> Refugees/asylum seekers /immigrants |
| <input type="checkbox"/> Victims of crime/violence/abuse | <input checked="" type="checkbox"/> Women |

Ethnicity

Primary ethnic group - select a single option to represent the primary ethnic group for this grant

All ethnicities

Please list any other ethnic groups who will benefit from your grant:

- | | |
|--|---|
| <input type="checkbox"/> African | <input checked="" type="checkbox"/> Any other |
| <input type="checkbox"/> Asian and Asian British | <input type="checkbox"/> Asian and White |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Black African and White |
| <input type="checkbox"/> Black Caribbean and White | <input type="checkbox"/> Black and Black British |
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Chinese or other group | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Mixed | <input type="checkbox"/> Other Asian |
| <input type="checkbox"/> Other Black | <input type="checkbox"/> Other Mixed Ethnicity |
| <input type="checkbox"/> Other White | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> White | <input type="checkbox"/> White British |
| <input type="checkbox"/> White East European | <input type="checkbox"/> White Gypsies and Travellers |
| <input type="checkbox"/> White Irish | |

Issues

Primary issue - select a single option to represent the primary issue that will be addressed by this grant

Stronger communities/Community support and development

Please list any other issues that will be addressed by this grant

- | | |
|---|---|
| <input type="checkbox"/> Arts, culture and heritage | <input type="checkbox"/> Anti-social behaviour |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Caring responsibilities |
| <input type="checkbox"/> Counselling/Advice/Mentoring | <input type="checkbox"/> Crime and safety |
| <input type="checkbox"/> Disability and access issues | <input type="checkbox"/> Domestic violence |
| <input checked="" type="checkbox"/> Economy | <input type="checkbox"/> Education, learning and training |
| <input type="checkbox"/> Employment and labour | <input type="checkbox"/> Emergency/Rescue services |
| <input type="checkbox"/> Environment and improving surroundings | <input type="checkbox"/> Financial exclusion and financial illiteracy |
| <input type="checkbox"/> Gangs | <input type="checkbox"/> IT / Technology |
| <input type="checkbox"/> Harmful practice | <input checked="" type="checkbox"/> Health, wellbeing and serious illness |
| <input type="checkbox"/> Homelessness | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Language, culture and racial integration | <input type="checkbox"/> Mental health |
| <input type="checkbox"/> Offending/At risk of offending | <input checked="" type="checkbox"/> Poverty and disadvantage |
| <input type="checkbox"/> Refugees/Asylum/Immigration | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Renewable energies and recycling | <input checked="" type="checkbox"/> Rural issues |
| <input type="checkbox"/> Sexual abuse | <input checked="" type="checkbox"/> Social inclusion and fairness |
| <input checked="" type="checkbox"/> Sport and recreation | <input type="checkbox"/> Stigma/Discrimination |
| <input type="checkbox"/> Substance abuse and addiction | <input checked="" type="checkbox"/> Supporting family life |
| <input type="checkbox"/> Violence and Exploitation | |

Age groups

Please indicate the primary age group that will benefit from this grant
Seniors (65+)

Please list any other applicable age groups for your grant.

- | | |
|---|---|
| <input type="checkbox"/> Adults (26-65) | <input checked="" type="checkbox"/> All ages |
| <input type="checkbox"/> Children (5-12) | <input type="checkbox"/> Early years (0-4) |
| <input type="checkbox"/> Young adults (19-25) | <input type="checkbox"/> Young people (13-18) |

Section 4 - Project budget and consent

Project budget

How much will your project or service cost in total?
40322

If you are applying for other sources for funding this project, please indicate the amount in this box. If you're not then please insert 00.00

20000

Please give details of funding raised so far

£0

How much money are you applying to Sussex Community Foundation for?

10000

Breakdown of the total budget

2 vehicles @ £18995 excl VAT = £37990

2 road fund license @ £165 = £330

Vehicle mods (storage cage, steps, branding logos etc) 2&£1000=£2000

Total £40322

Referee

Please give the name and contact details of someone outside of your organisation who has agreed to be an independent referee for your application.

Title

Mr

Forename

Simon

Surname

Knight

Link to group/occupation

Deputy Lord Lieutenant of West Sussex, involved in our Queens Award for Voluntary Service

Street

Savills, Exchange House

Town

Petworth

County

West Sussex

Postcode

GU28 0BF

E-mail

SKnight@savills.com

Telephone

+44 (0) 1798 342 502

Bank details. In the event that a grant is awarded please complete the details below for your organisations bank account. Please note if you have a building society account leave this field blank:

We make grant payments by BACS directly to your account or by cheque for a building society account. If you do not have an account we may be able to make payment to another charity (host) on your behalf, so please e-mail us.

Bank name

Barclays

Bank account name
Community Minibus Association (West Sussex)

Bank sort code
20-88-13

Bank account number
03413438

Supporting documents

Please provide us with your supporting documents by attaching them to this application. If this is not possible please e-mail them separately and tick the box below.

Please provide the following documents

A signed copy of your constitution or set of rules.

If you are a CIC please attach your CIC 34 report

A signed copy of your latest Annual Accounts

A photocopy of one bank statement from the last 3 months

If relevant to the nature of your project or activity, Child Protection/Vulnerable Adult protection policy; Health and Safety policy; Equality/Diversity policy

Copies of written estimates or catalogue pages, if you are applying for a grant to purchase equipment

Names and addresses of all management committee members, cheque signatories identified

☒ I will NOT be attaching my documents to this application and will e-mail them to you separately

[Add document](#)

☐ If you are working with children or vulnerable adults, please tick to indicate that your staff and volunteers are DBS checked

Declaration

1. I am authorised to make an application on behalf of the above group/organisation
2. I certify that the information contained in the application is correct
3. If the information in this application changes in any way I will inform Sussex Community Foundation
4. I give permission for Sussex Community Foundation to record the details of my group/organisation electronically and to contact them by phone, mail or e-mail with information about its activities and funding opportunities.

Terms and conditions

1. You will spend the grant as described in your application. If circumstances, or your plans, change significantly please contact Sussex Community Foundation to agree the changes to your project before spending the funds.
2. When you finish your project you will send a monitoring report to Sussex Community Foundation. If the project is not completed within 12 months of the date of this agreement, then you will submit an interim report. If you do not return a report your organisation may not receive further grants from Sussex Community Foundation.
3. You will provide a copy of your audited accounts or financial statements to Sussex Community Foundation on request.
4. You will keep appropriate financial records to describe all expenditure involving the use of the grant including receipts and invoices. These records must be made available for inspection when requested by Sussex Community Foundation or its approved auditors.

5. If the grant, or any part of it, is made for the purpose of purchasing equipment, you will ensure that insurance is arranged to cover theft and/or accidental damage as appropriate. You will not dispose of any equipment purchased with the grant without the prior written consent of Sussex Community Foundation.
6. You will acknowledge the source of your funding and Sussex Community Foundation in any leaflets or publicity relating to this funding and in your annual report.
7. If you have not used all of the funds at the end of your project, you will contact Sussex Community Foundation to ask approval of an alternative use of the funds, or will return the unspent amount to Sussex Community Foundation.
8. You agree to ensure equal opportunities in employment practices, membership and in the delivery of any services.
9. Sussex Community Foundation reserves the right to demand repayment of any funding allocated if this funding agreement is not observed or if the organisation is dissolved in accordance with its constitution.

Declaration - by signing this declaration I am agreeing to the terms and conditions stated above on behalf of the application organisation.

Steve Whyley

Trustee

Check this box to confirm you have read and understood these terms and conditions.

☒ Yes

Allow publicity

☒ Yes

If we are successful in our application for a grant, we agree to return monitoring for project by
31/12/2018