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
School Lane

Town/City
Storrington

County
West Sussex

Postcode
RH20 4LL

Telephone
0300 772 7735

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	Forename(s)
Mr	Bob

Surname
Francis

Job title
Trustee

Work/office phone (if different from above)

Home phone (if required)
01903784651

Mobile phone
07941426807

Email
bob.francis@fourash.co.uk

☑ Use organisation's address for correspondence

Group/organisation start date

Month
01

Year
1974

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. If you are a CIO please ensure that you tick both the 'CIO' and 'Registered Charity' boxes and include your charity number, when prompted.

☑ A registered charity   1173818

☐ Company limited by guarantees

☐ Unincorporated club or association

☐ Community interest company

☑ Charitable Incorporated Organisation   1173818

☐ Other

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

Income
92740

Expenditure
79500

Free or unrestricted reserves
372701

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	5	Volunteers (excluding management committee)	310

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

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

We operate a fleet of minibuses to relieve social isolation for those who live in West Sussex, do not drive, and do not have access to public transport. We provide a door-door service allowing passengers to shop, attend social meetings to maintain their independence.

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

The grant will be used to develop an online booking system to make it easier for volunteers and service users to make bookings. At present we use a combination of lists and spreadsheets to manage driver, escort rosters and journeys. The outcome of this project will be improved ease of use and efficiency not only locally but across the whole charity and better communications with all stakeholders. We aim through this system to improve the use of vehicles in each division which will reduce running costs and reduce costs to our passengers.

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

Last year we took over 11000 customers on 1800 trips covering 59000 miles across West Sussex. Journeys include shopping trips pub lunches, social clubs, visits to garden centres and many more. We also work with community groups to help them with their specialised transport requirements. The journeys are carried out entirely by volunteers either driving or escorting our passengers. Our journeys offer a lifeline to those people who are socially isolated and unable to travel or meet other people. Whilst many of our passengers are elderly we also take those who are disadvantaged, or otherwise abled, young or poor.

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.

Fund information. (Optional). If you are applying with a particular fund or programme (of ours) in mind you

can mention it here if you wish to. Please do not use more than 100 words.

Project / funding start date   Project / funding end date
01/04/2021   01/09/2021

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?
Arun

Please provide a full postcode which best represents the geographical area you will benefit through this work.
RH20 4LL

Please describe your project or service and what you plan to do. Please do not use more than 200 words

This is an IT project to develop and expand our booking and scheduling system across all our 7 divisions. It is divided into three phases:
Phase1: Moving our current database onto the cloud and developing a web based user interface
Phase 2: Expand functionality to include, among others, drivers manifests being sent electronically and all drivers reports entered on the system.
Phase 3: Roll out system to all 7divisions of the Association.
This funding application is for contribution to Phase 1 only. It is expected that the timescale for completion of all phases will be approximately 2 years.

What are the disadvantages you are seeking to address? Why is the project or service needed? Please do

not use more than 200 words.

Currently only one division uses the booking system as an internal tool. Others use combinations of spreadsheets and paper lists with no consistency of operations or process. The manual route is administratively heavy on volunteers and their time. It is expected that the advent of the booking system will reduce this admin burden and allow more volunteers to be available for driving and escort duties. This will also reduce the pressure on finding more volunteers which is increasingly difficult. The system will reduce process failures such as missed bookings or miscommunications, leading to improved volunteer and passenger experience.

Our communications with all volunteers and users needs to be improved and it is intended that this new IT system will also facilitate for, instance, the use of our website to publish forthcoming trips.
Much time is spent on gathering data from all divisions to try to consolidate into one report for the trustees. In addition to the financial reports we need information on vehicle usage, no of passengers and other metrics we use to monitor the Association. The IT system will be designed to accommodate all these parameters.

What impact or 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

Booking at the moment in most divisions relies on a volunteer being at the end of a phone. With the new system we aim to make planning and booking journeys simpler. We also aim to make bookings through more channels including mobile phones, tablets and others channels. Passengers and their families will be able to book for one or more journeys in the comfort of their homes.
The system will provide better communication of upcoming trips (including links to our website and possibly other websites).
The use of this system will enable us to have more passengers per trip and to forward project usage and loading thus reducing the costs per passenger per trip.
Phase 1 of this project will be to help secure the databases. They currently reside on an old server located in our office. By moving them to the cloud we can ensure physical and data security. The conversion to a web based user interface provides a level of flexibility in the equipment (tablet, phone, laptop) used and simplifies data entry. It will provide a platform for future expansion and development.

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

words

In the overall scheme it is anticipated that the cost/passenger/journey will decrease and this is a metric we currently use. Over a period we expect more bookings to be made and better usage of the buses. Our loading factor will measure this. Numbers of bookings, number of passengers, and numbers of journeys will all be monitored to demonstrate the benefits of the system. Fewer system errors and process failures will lead to improved passenger and volunteer experiences.

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

If this application is successful it will help us secure the first phase of the project. This is
essential to the future development of the system to maximise benefits particularly to our
passengers but also for all our volunteers. Assuming the funding allows us to complete
phase 1 it is intended that the project will proceed to Phase 2 for which we hope to
secure further funding.
On completion of Phase 1 we will be seeking donations and funding as part of our
normal operations which we have done for the past 40 years. This will include seeking
funding for Phase 2 and 3.

Please give details of any local networks or partnerships you are involved in for the delivery of this project or

service. Please use no more than 200 words.

The project will be developed with an external software development company that is
external to the organisation. The company proposed is based in West Sussex.

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?
635

If there will also be indirect beneficiaries please tell us how many there will be
310

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
Local residents

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

☐ Black, Asian and minority ethnic   ☐ Carers

☑ Children and young people   ☐ Ex-offenders/offenders/At risk of offending

☑ Families/Parents/Lone parents   ☐ Homeless people

☐ Lesbian, gay, bisexual and transgendered groups   ☑ Long-term unemployed

☑ Men   ☑ Not in education, employment and training (NEET 16

☑ Older people   ☐ People in care or suffering serious illness

☑ People living in poverty   ☐ People with alcohol/drug addictions

☐ People with learning difficulties   ☐ People with low skill levels

☐ People with mental health issues   ☐ People with multiple disabilities

☐ People with physical difficulties   ☐ Refugees/asylum seekers /immigrants

☐ Victims of crime/violence/abuse   ☑ 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:

- ☐ African
- ☐ Any other
- ☐ Asian and Asian British
- ☐ Asian and White
- ☐ Bangladeshi
- ☐ Black African and White
- ☐ Black Caribbean and White
- ☐ Black and Black British
- ☐ Caribbean
- ☐ Chinese
- ☐ Chinese or other group
- ☐ Indian
- ☐ Mixed
- ☐ Other Asian
- ☐ Other Black
- ☐ Other Mixed Ethnicity
- ☐ Other White
- ☐ Pakistani
- ☐ White
- ☐ White British
- ☐ White East European
- ☐ White Gypsies and Travellers
- ☐ 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

☐ Arts, culture and heritage   ☐ Anti-social behaviour

☐ Bullying   ☐ Caring responsibilities

☐ Counselling/Advice/Mentoring   ☐ Crime and safety

☐ Disability and access issues   ☐ Domestic violence

☐ Economy   ☐ Education, learning and training

☐ Employment and labour   ☐ Emergency/Rescue services

☐ Environment and improving surroundings   ☐ Financial exclusion and financial illiteracy

☐ Gangs   ☐ IT / Technology

☐ Harmful practice   ☐ Health, wellbeing and serious illness

☐ Homelessness   ☐ Housing

☐ Language, culture and racial integration   ☐ Mental health

☐ Offending/At risk of offending   ☑ Poverty and disadvantage

☐ Refugees/Asylum/Immigration   ☐ Religion

☐ Renewable energies and recycling   ☑ Rural issues

☐ Sexual abuse   ☑ Social inclusion and fairness

☐ Sport and recreation   ☐ Stigma/Discrimination

☐ Substance abuse and addiction   ☐ Supporting family life

☐ Violence and Exploitation

Age groups

Please indicate the primary age group that will benefit from this grant
All ages

Please list any other applicable age groups for your grant.

☑ Adults (26-65)   ☐ Children (5-12)

☐ Early years (0-4)   ☑ Seniors (65+)

☐ Young adults (19-25)   ☐ Young people (13-18)

Section 4 - Project budget and consent

Project budget

How much will your project or service cost in total?
12000

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
0

Please give details of funding raised so far and how you will meet any shortfall. Note if there is a difference between the total project cost and what you are applying for, we will need to know how you will raise the match required.
Further fundraising for Phases 2 and 3 to be decided

How much money are you applying to Sussex Community Foundation for?
5000

Breakdown of the total budget

Software development budget cost £4050
Contingency and implementation £950

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. We may contact this person, so please do make them aware that you are including them in this application.

Title
Mr

Forename
David

Surname
Worcester

Link to group/occupation
Justice of the Peace (JP)

Street
Highleigh Rd

Town
Highleigh, Chichester

County
West Sussex

Postcode
PO20 7NR

E-mail
djworcester@btinternet.com

Telephone
01243 641264

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

Bank account name
Community Minibus Association

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 of all management committee members, with 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 opportunites.

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.

Robert Francis JP

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
30/09/2021