

# BELPER TOWN COUNCIL

## APPLICATION FOR SMALL ONE OFF GRANT

---

1. NAME of ORGANISATION: Accessible Belper -----  
-----

---

2. NAME and ADDRESS of CONTACT: [REDACTED] -----  
-----

[REDACTED] -----  
-----  
-----  
-----  
-----  
-----

---

3. POSITION in ORGANISATION: Chair -----  
---

4. TELEPHONE Daytime: [REDACTED] ----- Evenings: [REDACTED]  
[REDACTED] -----

5. EMAIL: [REDACTED] -----  
-----

---

6. Briefly Outline what the current activities of your group are: Accessible Belper provides  
Training in Disability Awareness and Dementia Friends  
Free accessibility advice and surveys  
Accessibility Advice and services for events eg. Arts Festival; Green Festival.  
Website information and advice including regular social media -----

---

7. How many people are currently involved in the running of your group?

Employed full-time worker	<input type="checkbox"/>	Volunteers10	<input type="checkbox"/>
Employed part-time worker	<input type="checkbox"/>	Members50	<input type="checkbox"/>
Support or external worker	<input type="checkbox"/>	Informal helpers	<input type="checkbox"/>
Committee Members 3	<input type="checkbox"/>	Others (please state)	

8. What will the grant be used for, how are you going to do it and where? The grant is for shop stickers that will encourage people to wear face masks if they are able. It will also inform them about the Sunflower scheme which involves a badge they can wear indicating they have a hidden disability or condition. This will be especially useful for those unable to wear masks. These stickers will be distributed to all the shops and businesses in Belper Town centre. \_\_\_\_\_

-----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----

Please continue on a separate sheet if necessary

9. When will the project start: Month September \_\_\_\_\_  
 Year 2020 \_\_\_\_\_

10. When will the project finish: Month \_\_\_\_\_ Ongoing while the Covid precautions are in place. \_  
 Year \_\_\_\_\_

11. Where will your project take place – address and postcode, if different from the contact address given:

\_\_\_\_ Belper and Milford area \_\_\_\_\_  
 -----  
 -----

12. How will you advertise the project and encourage involvement?

\_\_\_\_ Town Council newsletter; social media; radio and television if possible; Council notice boards; newspapers. We will also utilise Accessible Ambassadors to work with shops and businesses to raise awareness of the scheme. \_\_\_\_\_  
 -----  
 -----  
 -----

-----  
Please continue on a separate sheet if necessary

---

13. Do you work with any other groups or agencies? If so, please outline how you work together:

We have worked most recently with Councillors to develop an Accessibility Strategy. We have also partnered with all those who run local events to ensure accessibility. Since we began we have worked alongside the local high school to research accessibility barriers and raise awareness. We have also worked with Alzheimers Society to provide Dementia Friends training. Our other partners for providing information and advice include Accessible Derbyshire, MS Society, Sight Support and Age UK among others. -----  
-----  
-----

-----  
Please continue on a separate sheet if necessary

---

14. How do you know that the project is needed?

\_ Accessible Belper has already been contacted by people who are worried about going out because they are unable to wear a mask and think they will be judged. I have also been contacted by the local radio and BBC East Midlands to reassure those finishing shielding that it is safe to visit shops with the new restrictions. Having finished shielding myself recently I have visited the town and spoken to people about the confusion with masks. They have also talked about their fear and nervousness about being out. -----  
-----  
-----

-----  
Please continue on a separate sheet if necessary

---

15. How many people will benefit from the project/grant?      1 in 5 people have a disability. This rises to 1 in 4 over the age of 50. In Belper Town this is over 7000. We also have visitors who will benefit from the project. -----

16. Who will benefit from the project/grant in Belper Parish?      As stated above, this will benefit all those with hidden disabling conditions. Many of these have needed to shield over recent months and have become increasingly isolated. Consequently they have lost confidence about going out. Now that people are being encouraged to shop locally others will be out with family and friends who will also benefit from the project. Using Accessible Ambassadors to spread word of the project will raise disability awareness and benefit the whole community. -----  
-----

-----  
Please continue on a separate sheet if necessary

17. How will they benefit from the project/grant? These vinyls aim to welcome people into a shop. They also aim to lift some of the confusion about wearing a mask. Consequently they should build people's confidence and ensure that Belper can return to a friendly community where everyone feels comfortable. -----

-----  
-----  
-----  
Please continue on a separate sheet if necessary

18. How will you show that your project/grant has made a difference? We hope that shopkeepers who are having a very difficult time at the moment will see increased footfall and be able to feed this back to us. Accessible Belper are working closely with Love Belper High Street to publicise the scheme and ensure we are trying to meet their needs as well as their customers. We also aim to get back into the local groups we work with to receive feedback. As Covid regulations reduce we aim to continue the research we have done for years about accessibility in the town and concentrate on alleviating those, rather than research whether people need our stickers to encourage them to shop. -----

-----  
-----  
-----  
20. How much will your project cost in total? : £392 -----

21. How much do you require from Belper Town Council? : £240 -----

22. Where will the rest of your funding come from – if applicable? Accessible Belper will be funding the Sunflower badges needed for distributing. They will cost £152 -----

-----  
-----  
Please continue on a separate sheet if necessary

-----  
Please provide breakdown of items required:

**100 Vinyls for shop windows and 500 Sunflower badges**

Item Description	Quote Y/N	Cost £
100 Window vinyls	Y	152+vat
Design of vinyls	Y	45+vat
Sunflower badges	Y	126+vat

Please continue on a separate sheet if necessary

23. How is your project responding to climate change and the global climate emergency?  
 \_This project encourages the community to shop local. This will mean that they are more likely to use public transport and less likely to use their private vehicles to travel long distances. This project also supports the Post Covid 2020 environment that encourages people to holiday in the UK rather than using a plane to travel abroad. \_ \_ \_ \_ \_

-----  
 -----  
 -----

24. How long has the organisation existed and how many Belper residents does it serve:

Accessible Belper was established in June 2015 and aims to serve the whole Belper community and it's visitors. Belper has a population of over 25,000\_ \_ \_ \_ \_

-----  
 -----  
 -----

Please continue on a separate sheet if necessary

25. Explain why this project cannot be funded from your own funds:

Accessible Belper aims to contribute significantly to this project by funding the badges. However due to ongoing commitments and the Post Covid implications being unforeseen we are unable to cover the total cost. \_ \_ \_ \_ \_

-----  
 -----  
 -----

A  
 necessary

Please continue on a separate sheet if





- 1 Belper Town Council budgets a set amount each financial year to give as grant aid in support of local initiatives.
- 2 The application form must be completed **IN FULL** giving as much detail about the proposal as possible. A separate sheet may be attached.
- 3 Organisations applying should attach to the application form a copy of their latest balance sheet and profit and loss together with a copy of their constitution.
- 4 **Completed application forms should be returned to the Town Clerk, Belper Town Council, The Butts, Belper, Derbyshire DE56 1HX and emailed to clerk@belpertowncouncil.gov.uk.**
- 5 The Council's Clerk has delegated power to review applications, request further information, give advice and refuse applications that do not meet the Grant Aid criteria. The Clerk will refer applications to the Council's Full Council meetings on a monthly basis for decision. Applicants will be notified of the date and time of the meeting and be given an opportunity to address the meeting on the application. The decision will normally be made known to the Applicant in writing within seven days.
- 6 Grants will only be considered for projects and proposals which will enhance the quality of life of the people served by the Town Council. Applications from bodies outside the town boundaries may be granted where the proposals show a distinct benefit to the residents of the town.
- 7 Grants will normally only be considered for new / start up organisations and/or projects and/or one off events that meet one or more of the following criteria: The organisation/project or event
  - goes some way to filling in gaps in existing provision
  - is innovative and exciting
  - considers the needs of disadvantaged individuals and groups
  - takes positive steps to promote a healthy environment
  - promotes equality of opportunity and access for all
- 8 Grants will be considered for organisations/projects and events that can either show match funding is available, either through own resources or other grants and that the organisation/project/event is viable without further recourse to Council funding.
- 9 Please complete the SLA grant form if your application is for one of the below:
  - fund general running costs of organisations
  - support applications from organisations which then go on to make donations to other charities and groups
  - give more than one grant in any one year to the same organisation
  - give a grant to an organisation that receives an annual grant (SLA) from the Council
- 10 **All successful projects MUST recognise Belper Town Council's funding in their literature and publicity and should also keep the Council informed of the development of the project funded by the Council.**



## Accessible Belper Balance Sheet April 2019 - March 2020

<b>Brought Forward from 2018/2019</b>	<b>£1,959.28</b>
Belper Town Council Grant	£500.00
Ladies for Loos concert Mobiloo	£400.65
Donation Sayers afternoon tea	£20.00
Foundation Derbyshire	£1,975.00
DCC	£500.00
Transition Belper	£200.00
AVBC	£200.00
DCC Vital Valley	£800.00
Donation Sayers afternoon tea	£60.00
Belper Mayors Fund	£75.00
Coop fundraising event	£700.00
Donation Carol Sayers afternoon tea	£40.00
Amber Valley Borough Council	£440.00
Donation Carol Sayers afternoon tea	£30.00
Donation S & G Fennell	£170.00
Dementia Dancing donations	£155.01
Dementia Dancing donations	£151.05
<b>Total</b>	<b>£8,375.99</b>
Expenditure:	
Mobiloo - Green Festival	£790.00
Belper Arts Fest - Mobiloo	£790.00
Strutts room hire	£24.00
Jayne Cubitt - Sign Language	£30.00
Strutts room hire	£7.50
Mobiloo Discovery Days	£395.00
45 Degrees printing - Sunflower	£48.00
Strutts room hire	£9.40
Derbyshire County Council - Refund	£400.00
Sarah Barley McMullen (Badges)	£182.08
Mayers Design Ltd (Banner +Leaflets)	£130.80
Strutts room hire	£139.15
Strutts room hire	£25.20
Alzheimers UK - Donation	£155.00
Mayers Design Ltd - Domain	£90.00
<b>Total Expenditure</b>	<b>£3,216.13</b>

<b>Expenditure</b>	<b>£3,216.13</b>
<b>Credit</b>	<b>£8,375.99</b>

**Balance (Bank) £5,159.86**

**In year Surplus £3,200.58**

<b>Restricted</b>	<b>£1,188.35</b>
-------------------	------------------

<b>Unrestricted</b>	<b>£3,971.51</b>
---------------------	------------------

## Debit

BTC Belper Arts

	Date		£	Invoice no	Cheque No
1	22-May-19	Mobiloo - Green Festi	790	10573	BACS
2	24-May-19	Belper Arts Fest - Mol	790	38	BACS
3	14-Jul-19	Strutts room hire	24	57/1920	44
4	17-Jul-19	Jayne Cubitt - Sign Lai	30		45
5	22-Aug-19	Strutts room hire	7.5	156/1920	46
6	10-Sep-19	Mobiloo Discovery Dc	395	10956	BACS
7	01-Nov-19	45 Degrees printing -	48		debit card
8	14-Nov-19	Strutts room hire	9.4	350/1920	
9	02-Dec-19	Derbyshire County Cc	400	1800082144	BACS
10	11-Dec-19	Sarah Barley McMulle	182.08		BACS
11	18-Dec-19	Mayers Design Ltd (B	130.8	2413/2414	BACS
12	12-Dec-19	Strutts room hire	139.15	432/1920	48
13	16-Jan-20	Strutts room hire	25.2	498/1920	49
14	16-Jan-20	Alzheimers UK - Dona	155		50
15	04-Mar-20	Mayers Design Ltd - C	90	AB Domain	BACS
16					
17					
18					
19					
20					

**Total 3216.13**

Amount left in pot

14.67

POTS

DCC	Fnd Derbyshire	Vital Valley	Community Leadersh	AV Purple	AV Haylo	
	590	200				Green fest mobiloo
	790					Arts trail/woollen woods Mobiloo
						BSL training
	195	200				October Disc Days Mobiloo
				48		Purple Tuesday
400						returning part grant from Haylo Theatre application
				182.08		1000 extra Badges for Purple Tuesday
						Banner (Inv 2414) and leaflets (Inv 2413)
					139.15	Dementia dancing afternoon
						From Johnny Victory event donations
<b>400</b>	<b>1575</b>	<b>400</b>		<b>230.08</b>	<b>139.15</b>	
100	400	400	2.91	209.92	60.85	Amount left in pot
Dementia Mobiloo Dancing		Mobiloo		Purple Tuesday scheme	Dementia dancing	

## Donation for dementia

0

160

# Accessible Belper Accounts 1st April 2019 - 31st March 2020

## Summary

In bank brought forward	1959.28	
Credit	£6,417	
Debit		3216.13
<b>Balance for year</b>		<b>3,200.58</b>
<b>Total balance</b>		<b>5,159.86</b>

	<b>Credit</b>	<b>£</b>	
<b>Date</b>			
<b>1</b> 30-Apr-19	Belper Town Council Grant	£500.00	
<b>2</b> 08-May-19	Ladies for Loos concert Mobiloo	£400.65	
<b>3</b> 08-May-19	Donation Sayers afternoon tea	£20.00	
<b>4</b> 15-May-19	Foundation Derbyshire	£1,975.00	for Mobiloo
<b>5</b> 17-May-19	DCC	£500.00	for Haylo t
<b>6</b> 13-Jun-19	Transition Belper	£200.00	for Mobiloo
<b>7</b> 17-Jun-19	AVBC	£200.00	for Haylo t
<b>8</b> 02-Aug-19	DCC Vital Valley	£800.00	Mobiloo th
<b>9</b> 16-Aug-19	Donation Sayers afternoon tea plus training	£60.00	for BSL trai
<b>10</b> 05-Sep-19	Belper Mayors Fund	£75.00	
<b>11</b> 11-Sep-19	Coop fundraising event	£700.00	
<b>12</b> 14-Oct-19	Donation Carol Sayers afternoon tea	£40.00	
<b>13</b> 07-Oct-19	Amber Valley Borough Council	£440.00	for Purple
<b>14</b> 11-Oct-19	Donation Carol Sayers afternoon tea	£30.00	
<b>15</b> 04-Dec-19	Donation S & G Fennell	£170.00	
<b>16</b> 05-Dec-19	Dementia Dancing donations	£155.01	to be dona
<b>17</b> 24/02/2020	Dementia Dancing donations	£151.05	to be dona
<b>18</b>			
<b>19</b>			
<b>20</b>			
<b>21</b>			
	<b>Total credit</b>	<b>£6,417</b>	





# CONSTITUTION OF ACCESSIBLE BELPER

## 1. Name

The name of the organisation shall be: Accessible Belper

Accessible Belper is an initiative to broaden our understanding of everyone's needs. With awareness raising, training and practical changes, our Town's friendliness and understanding can make an uplifting difference to everyone's experience.

## 2. Aims and Objectives

The aims and objectives of the organisation shall be:

- a. To share current accessible best practices throughout the community.
- b. To create a robust accessible resource base and training package for all services.
- c. To establish a culture of positive, understanding language throughout the Town.
- d. To create a physical and virtual accessible environment conducive to learning from each other.
- e. To disseminate accessible information to the public.
- f. To lobby for improved accessibility in partnership with other agencies

## 3. Powers

To further the Aims and Objectives of the organisation, the following powers will be granted to Management Members:

- a. To raise voluntary funds and receive and accept contributions by way of donations and grants and otherwise and accept and receive gifts or property for future projects for the aims of the group and identified purposes.
- b. To promote the group and encourage new members
- c. Signpost to partner agencies
- d. To offer support to each other
- e. To share experiences so people know they are not alone

- f. To promote such other charitable purposes as may from time to time be determined.
- g. The power to organise meetings and activities
- h. Power to do all such other lawful things as shall further the aims and objectives of the organisation.

#### **4. Membership**

- a. Membership of the organisation shall be open to anyone interested in helping the organisation to achieve its aims; and is willing to abide by the rules of the organisation, including paying any subscription fee agreed by the Management Committee.
- b. All groups in the community who wish to be involved shall be invited to nominate a member to the organisation
- c. Every member shall have one vote at a General Meeting.
- d. The membership of any member may be terminated for good reason by the Committee.

#### **5. Management**

- a. The organisation shall be administered by a Management Committee elected at the organisation's Annual General Meeting.
- b. The Officers of the Committee shall be: the Chair, the Vice Chair, the Treasurer and Secretary.
- c. The Management Committee shall meet at least three times a year.
- d. The Chair shall preside over all meetings of the organisation.  
*The Vice chair or chair nominated deputy shall preside in their absence*
- e. A quorum shall consist of the Management Committee
- f. Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote, then the Chair shall have a second vote.
- g. In exceptional circumstances electronic communications can be used if unable to meet

#### **6. Duties of the Officers**

- a. The duties of the Chair shall be:

1. To preside at meetings of the Committee and the organisation
2. As may be required by the Committee, to act as the principal spokesperson on public occasions or when representations are being made on behalf of the organisation to public bodies and to stimulate partnership opportunities.
3. To influence the members and stimulate direction and priorities of the group and encourage partners and members to deliver the agreed aims and objectives.
4. To oversee the governance of the organisation and evaluate the work of the organisation to shape future direction.

b. The duties of the Secretary shall be:

1. To prepare in consultation with the Chair, the agenda for the meetings of the Committee.
2. To take and keep minutes of all meetings [these to be considered for accuracy by the full Committee at the start of each meeting].
3. To collect and disseminate information on all matters affecting the organisation.

c. The duties of the Treasurer shall be:

1. To supervise the financial affairs of the organisation and provide a report for the annual general meeting.
2. To ensure that proper accounts are kept with regards to all monies received by and paid out by the organisation and arrange for these accounts to be inspected annually.

d. The duties of the Vice Chair shall be:

1. In the absence of the Chair to cover their duties (as stated above).

## **7. Finance**

- a. A financial year shall run from 1 April to 31 March; after which time, an audited statement of accounts will be produced.
- b. Any bank accounts opened for the organisation shall be in the name of the organisation.
- c. Any cheques issued shall be signed by two Committee Members.
- d. All moneys raised are only to be spent furthering the Objects of the organisation; and no payments shall be made to Management Committee Members or general Members except for reasonable out of pocket expenses.
- e. Electronic banking - one person to set the payment up online and approve it and another person also approve online.

## **8. Ordinary General Meetings**

The Chair, or the Committee, can call an Ordinary Meeting at their discretion. There will normally be three each year, open to members at a suitable venue within the membership area.

## **9. Annual General Meetings**

- a. The organisation shall hold an Annual General Meeting (AGM) within 15 months of the previous one.
- b. All members shall be given at least 14 days' notice of the AGM and shall be entitled to attend and vote. Notice will be given by direct electronic communications where possible and posted on the AB website.
- c. The business of the AGM shall include:
  1. Receiving a report from the Chairperson on the organisation's activities over the year
  2. Receiving a report from the Treasurer on the finances of the organisation.
  3. Electing a new Management Committee
  4. Considering any other matter as may be decided.
  5. Voting on recommendations/ amendments to the constitution.
- d. The quorum for the Annual General Meeting and any General Meeting shall be 4.

## **10. Special (or Extraordinary) General Meetings**

A Special General Meeting may be called by the Management Committee or members to discuss an urgent matter. The Secretary shall give all members 14 days' notice of any Special General Meeting together with notice of the business to be discussed. Notice will be given by direct electronic communications where possible and posted on the AB website.

## **11. Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least four of those members present and voting at any General Meeting.

## **12. Dissolution**

The group may be dissolved at a Special General Meeting with at least two weeks' notice to all members. The organisation may be wound up if agreed by of those members present and voting at the special General Meeting. In the event of winding up, any assets remaining, after all debts have been paid, shall be given to another Group with similar aims working with the membership area. The Treasurer shall prepare closing accounts which record the distribution of the remaining assets.

### 13. Adoption of the Constitution

This Constitution was adopted on \_\_\_\_\_ (date)

Signed \_\_\_\_\_ (Chair)

Signed \_\_\_\_\_ (Secretary)

Signed \_\_\_\_\_ (Treasurer)