

# BELPER TOWN COUNCIL

## APPLICATION FOR GRANT AID

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NAME of ORGANISATION: B.E.A.R.S (Breastfeeding, experience, assistant and reassuring support

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NAME and ADDRESS of CONTACT:

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POSITION in ORGANISATION: Volunteer and grants funding officer

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TELEPHONE Daytime: \_\_\_\_\_ ings: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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Briefly Outline what the current activities of your group are:

We run a weekly support group for breastfeeding mums, and a monthly coffee meet. The group is run by trained volunteers to offer support and information to breastfeeding mums. Mums come to our groups and coffee meets to get help with their breastfeeding, as well as to meet other mums how are also breastfeeding. We aim to support mums to feed for as long as they wish and to help make feeding as easy as possible for them. The coffee meets also gives mums a chance to get more comfortable feeding in public.

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

Employed full-time workers	0	<input type="text"/>	<input type="text"/> nteers	- 18
Employed part-time workers	0	<input type="text"/>	<input type="text"/> bers	
Support or external workers	0	<input type="text"/>	Inform <input type="text"/> pers	
Committee Members (state)	6	<input type="text"/>	Others (please	

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What will the grant be used for, how are you going to do it and where?

When we run our coffee meets we purchase mums first drink. We would like to apply for funding to help us continue to do this. Our coffee meets take place at Dot-teas emporium once a month and are attended by first time and returning mums. Our mums find the coffee meets a great way to improve their confidence feeding outside the house and are also an extra place where they can access the support of a trained volunteer if they need any help.

Please continue on a separate sheet if necessary

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When will the project start:            Month ongoing                            Year - ongoing

When will the project finish:        Month ongoing                            Year - ongoing

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

Dot-teas Emporium  
99-101 Bridge Street  
Belper  
DE56 1BA

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How will you advertise the project and encourage involvement?

We have a very active Facebook group where we advertise all our groups and coffee meets. The coffee meets are set as events and are regularly promoted on the page. We also tell mums at our weekly groups about the upcoming coffee meets. There are general group poster up in the local area, which direct mums to our Facebook page to find out more information. Our groups and events are also shared on other local Facebook pages and by the Health Visitors and Health Family Peer Support Workers.

Please continue on a separate sheet if necessary

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

As a group we are overseen by the Breastfeeding Network who provide all our training and supervision. They are a national charity and they provide the accreditation for all our volunteers and make sure that all our volunteers are up to date with their training through regular supervision.

Please continue on a separate sheet if necessary

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How do you know that the project is needed?

Breastfeeding initiation rates in the UK are fairly good (81%), but the number of mums who are still giving some breastmilk at six weeks is only 55% and exclusive breastfeeding at six weeks is only 24%. By six months only 1% are exclusively breastfeeding with 34% are having some breastmilk. The World Health Organization recommends exclusively breastfeeding for the first six months, and continuing to breastfeed till 2 year and beyond. As a country we have very low breastfeeding rates and the level of support available to mums varies greatly across the country. In order for mums to meet their breastfeeding goals they need to have access to support at their

time of need. Our groups give local mums that much needed support and the groups are always well attended. We have had many mums say how the group has enabled them to continue feed and to feed for longer than they originally thought they would.

To help improve our breastfeeding rates in the UK we need to continue to support mums with their feeding journey and for many mums that support is provided by volunteer groups like ours.

Please continue on a separate sheet if necessary

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What benefits, skills and knowledge will participants gain from the project?

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By being able to fund the coffee meets our mums will be able to access support to help them through any feeding issues. The coffee meets are also a place where a lot of mums feed in public for the first time. We find that feeding in public is one thing that a lot of new mums worry about, by giving them this safe space surrounded by other breastfeeding mums they gain the confidence to feed in public. This confidence will hopefully mean that they go on feeding in public and help to make breastfeeding 'normal' for more mums and mums to be.

Please continue on a separate sheet if necessary

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How many people will benefit from the project/grant?                      35 approx

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Who will benefit from the project/grant?      Breastfeeding mums, babies and mums to be will be the main beneficiaries. The wider public will also get some benefit as we will be helping to normalise breastfeeding.

Please continue on a separate sheet if necessary

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How will they benefit from the project/grant?

Mums and babies will benefit for being able to access support from trained volunteers to help them with any issues or questions they might have. The wider public will also get some benefit as we will be helping to normalise breastfeeding.

Please continue on a separate sheet if necessary

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How will you show that your project/grant has made a difference?      We submit attendance numbers every week so we can track how many mums we have helped support. We also get feedback from some of our mums saying how the groups and coffee meets have helped them with their feeding journey.

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How much will your project cost in total? :    £170

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How much do you require from Belper Town Council? :                      £170

Where will the rest of your funding come from – if applicable? £\_\_\_\_\_

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Please continue on a separate sheet if necessary

Please provide breakdown of items required:

Item Description	Quote Y/N	Cost £
Drinks – Approx £14 a meet x 12 meets	N	170

Please continue on a separate sheet if necessary

What plans do you have for the project when funding ends?

When funding ends we will continue to run the coffee meets either through funds we have raised ourselves, or we will look for more grants to help us to continue to cover the costs.

Please continue on a separate sheet if necessary

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

The organisation has been running since 2005 and it serves any Belper resident who is breastfeeding or wanting to breastfeed. Our Belper group regularly has 8+ mums attending with their babies/toddlers.

Please continue on a separate sheet if necessary

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

We have a limited amount of our own funds which are raised at local events and through raffles. The funds that we have are to help us run events and for advertising.

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Please continue on a separate sheet if necessary

Please state your group/organisation finances for the last financial year:



- 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 maximum amount of Grant Aid to any one organisation or project is £1,000. Exceptionally the Council will consider applications for funding of more than £1,000. Such applications should be submitted prior to 1<sup>st</sup> October in the year prior to which funding is required, in order to be considered in the Council's annual budget.**
- 6 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.
- 7 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.
- 8 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
- 9 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.
- 10 The Council will not normally
- 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 from the Council
- 11 **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.**

Date	Out	In	Balance	Reason	Bank Statement number	
1/4/2011			£651.53			
1/9/2011			£651.53			
8/12/2011	£135.79		£515.74	new Bears cards		
21/12/2011		£130.00	£645.74	Heanor xmas lights		
3/1/2012	£36.00		£609.74	business cards		
3/12/2012		£114.65	£724.39	Heanor xmas lights		
7/3/2013		£132.00	£856.39	Feb Heanor market		
19/4/2013		£53.30	£909.69	Apr Heanor market		
4/6/2013		£91.18	£1,000.87	May Belper fun day&Jun Hm		
5.7.13	£343.20		£657.67	t-shirts		21
12.7.13	£30.00		£627.67	t-shirts		21
12.8.13		£109.65	£737.32	July Crich fete&fun day		22
30.8.13	£19.20		£718.12	cards		22
30.8.13	£87.99		£630.13	gazebo		22
11.10.13		£55.00	£685.13	Sept Heanor market		24
18.11.13	£19.28		£665.85	cards		25
16.12.13		£55.99	£721.84	Dec Heanor market		26
22.1.14	£120.00		£601.84	ABM conference		27
16.6.201		£36.15	£637.99	Belper big feed		29
29.7.14		£85.00	£722.99	Crich fete		30
29.8.14		£61.25	£784.24	CC family days		31
17.1.0.14	£8.38		£775.86	Bears website		32
20.10.14		£339.00	£1,114.86	DCHS funding		32
24.11.14	£6.00		£1,108.86	Heanor xmas market stall		33
28.11.14	£40.00		£1,068.86	AVBC raffle		33
24.11.14		£483.59	£1,552.45	Your vote bid		33
1.12.14	£79.99		£1,472.46	Display boards		33
8.12.14		£115.60	£1,588.06	Heanor x mas market		34
2.12.14	£313.20		£1,274.86	Creche for training		34
15.1.15	£18.00		£1,256.86	Photo shoot room		35
23.1.15	£16.66		£1,240.20	AVBC annual fee for lottery		35
9.4.15	£58.52		£1,181.68	ABM conference and duplicate books		36
28.5.15	£32.03		£1,149.65	Raffle tickets printed		37
1.7.15		£45.00	£1,194.65	raffle tickets		38
9.7.15	£226.50		£968.15	Printing		39
10.7.15		£332.84	£1,300.99	Raffle tickets (in total - over 4 deposits)		39 /
4.8.15	£75.00		£1,225.99	Cards		40
17.8.15	£45.00		£1,180.99	Labels		40
19.11.15	£25.00		£1,155.99	Ripley xmas market		41 /
8.12.15		£80.35	£1,236.34	Ripley xmas market		43
9.12.15	£35.00		£1,201.34	Stickers		43
9.12.15	£20.00		£1,181.34	AVBC raffle renewal		43
9.3.16	£12.60		£1,168.74	Creche for update training		45
20.5.16		£20.00	£1,188.74	room hire/key deposit		46
25.5.16	£20.00		£1,168.74	AV small lottery license		46
28.6.16	£30.00		£1,138.74	Stickers		47
5.7.16		£107.24	£1,245.98	BF Celebration week		47
23.6.16		£133.45	£1,379.43	Ripley Town Council		47
30.6.16	£28.80		£1,350.63	t shirts		47
5.7.16		£23.71	£1,374.34	Fundraising		48
15.7.16		£18.80	£1,393.14	Fundraising		48
30.9.16	£43.20		£1,349.94	t shirts		49
21.11.6	£122.20		£1,227.74	christmas craft for ripley market		50
22.12.16	£60.00		£1,167.74	stickers		51
6/1/2017	£20.00		£1,147.74	AV small lottery license		52
31.1.17		£207.80	£1,355.54	Ripley market		52
20.2.17	£36.49		£1,319.05	post cards		53
20/4/17		£319.00	£1,638.05	fundraising		54
26.06.17		£20.58	£1,658.63	cake sale at picnic		55
11.7.17	£90.17		£1,568.46	Helen for face paints and raffle tickets		56
26/09/17		£11.22	£1,579.68	cake sale at the big latch		57
11.10.17	£14.40		£1,565.28	Emily for Brown bears coffee meet		58
11.10.17	£12.40		£1,552.88	Emily for Brown bears coffee meet		58

3/11/2017	£32.50		£1,520.38	Emily P for boom advert	59	
20.11.17	£18.00		£1,502.38	Emily W for Brown Bears coffee meet	59	
10.1.18	£14.00		£1,488.38	Emily W for belper coffee meet	60	
26.1.18	£59.00		£1,429.38	Bear library books	60	
7.2.18	£41.80		£1,387.58	T-shirts	61	
21.2.18		1000	£2,387.58	Aviva bid	61	
16.3.18	£30.00		£2,357.58	direct to gillivons for belper coffee meet	62	
26.3.18	£42.50		£2,315.08	Boom advertising	62	
26.3.18	£118.18		£2,196.90	Emma Jackson for stationary from Lumen	62	
20.4.18	£30.00		£2,166.90	direct to gillivons for belper coffee meet	63	
24.4.18	£25.90		£2,141.00	Caroline C for Brown Bears coffee meet	63	
24.4.18	£5.10		£2,135.90	Caroline C for Brown Bears coffee meet	63	
27.4.18		419	£2,554.90	Spring Raffle	63	
22.5.18	£15.00		£2,539.90	Caroline C for Brown Bears coffee meet	64	
5.6.18	£25.25		£2,514.65	payment for Boom magazine advertizement	64	
5.6.18	£90.00		£2,424.65	Emma Suess BfN training day	64	
19.6.18	£31.00		£2,393.65	Caroline C for Brown Bears coffee meet	65	
22.6.18	£10.00		£2,383.65	direct to gillivons for belper coffee meet	65	
5.7.18	£847.80		£1,535.85	gazebo	65	
18.7.18	£16.60		£1,519.25	Cheque for Gillivons Coffee meet (via Sally)	66	
17.9.18	£16.40		£1,502.85	Cheque for Gillivons Coffee meet (via Becky T)	67	
3.10.18	£15.00		£1,487.85	Ripley coffee Meet	67	
19.10.18	£17.00		£1,470.85	Cheque direct to Gillivons for coffee meet	68	
6.11.18		£37.75	£1,508.60	Raffle funds raised	69	
21.11.18	£18.00		£1,490.60	Gillivons coffee meet	69	
10.01.2019	£13.00		£1,477.60	gillivons via Sally	70	
17.01.2019	£27.30		£1,450.30	Gillivons coffee meet?	70	
30.01.2019	£233.39		£1,216.91	2018 £17.20 coffee meet 22/11/2018 £14 coffee meet 10/1	70	
27.03.2019	£17.00		£1,199.91	Gillivons coffee meet	71	
14.03.2019		£26.62	£1,226.53	easy fundraising	71	
13.06.2019		£260.04	£1,486.57	funds raised from christmas market	72	
12.07.2019	£15.40		£1,471.17	Ripley coffee meet	73	
12.08.2019		£8.00	£1,479.17	old £1 coins from petty cash tin	74	
12.08.2019		£28.65	£1,507.82	ripley spring market cake sale	74	
12.08.2019		£100.00	£1,607.82	grant from DCC	74	
19.08.2019		£18.92	£1,626.74	easy fundraising	74	
9.09.2019		£10.00	£1,636.74	donation from brown bear	75	
9.09.2019		£27.85	£1,664.59	funds raised from big latch on	75	
16.09.2019	£98.05		£1,566.54	ripley coffee meets	75	
16.09.2019	£20.90		£1,545.64	ripley coffee meet	75	
16.09.2019	£183.88		£1,361.76	ainter, folding tables, tablecloths, water dispensers, stall f	75	
20.09.2019	£500.00		£861.76	training via cradles	75	
27.09.2019	£26.80		£834.96	belper coffee meets	75	
27.09.2019	£14.00		£820.96	belper coffee meet	75	
6.11.2019	£6.90		£814.06	belper coffee meet	76	
22.11.2019		£112.00	£926.06	grant from DCC	76	



## **1. Name**

The name of the organisation shall be: B.E.A.R.S (Breastfeeding Experience, Assistance and Reassuring Support)

## **2. Aims and Objectives**

The aims and objectives of the organisation shall be:

- a) To use our experience to provide assistance, reassuring support and up-to-date, best practice information to breastfeeding families and pregnant women in Amber Valley and the surrounding areas.
- b) To complete training in order to qualify as a Peer Supporter and to ensure our knowledge is kept up-to-date by attending regular training sessions and supervision meetings.
- c) To utilize a network of peer supporters who attend local weigh in clinics, antenatal classes and breastfeeding groups to achieve objective a) above.
- d) To publicise and promote the group and breastfeeding in our local communities by attending the above mentioned places in objective b) and organise local events and meetings.
- e) To encourage social interaction between families at breastfeeding groups and promote the sharing of experiences to aid mental and physical well being.
- f) To work alongside Health Care Professionals, such as Midwives, Health Visitors and Breastfeeding Support Workers and Children's Centre Breastfeeding Champions to achieve all above objectives.
- g) To work with groups of a similar nature and exchange information, advice and knowledge with them.
- h) To promote such other charitable purposes as may from time to time be determined.

## **3. Powers**

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

- a) To raise sufficient funds to start and maintain the project.

- b) To co-operate with other charities and voluntary or statutory bodies operating in furtherance of the same or similar objectives.
- c) To recruit new volunteers to ensure the continuation of the group.
- d) To purchase such resources as are required to achieve the objectives of the group.
- e) 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 living in Amber Valley and the surrounding areas (regardless of nationality, sex, sexual orientation, disability, race or colour) interested in helping the organisation to achieve its aims; and is willing to abide by the rules of the organisation, including completing all necessary training and paying any subscription fee agreed by the Management Committee.
- b) All members shall have one vote at a General Meeting.
- c) 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 of not less than three and not more than nine members, all elected at the organisation's Annual General Meeting.
- b) The Officers of the Committee shall be: the Chair, the Treasurer and Secretary and any additional officers the Group deems necessary to carry out the required activities.
- c) Additional officers will be elected at any General Meeting and duties will be allocated by the Chair.
- d) Officers shall remain in office for as long as they choose unless the Management Committee deems them unfit for purpose.
- e) Officers can be removed from office by a majority vote of the Management Committee at any General Meeting.

- f) The Management Committee shall meet at least four times a year.
- g) The Chair or a designated deputy shall preside over all meetings of the organisation.
- h) The quorum for Management Committee meetings shall be three.
- i) 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.

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

a. The duties of the Chair shall be:

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Group in all legal purposes and financial purposes
- Regularly focus the Committee's attention on matters of Group governance that relate to its own structure and roles
- Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution
- Work with the Committee to ensure:
  1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
  2. Goals and relevant strategic plans are developed in order to achieve the goals of the Group
- Serve as a spokesperson for the Group when required
- Communicate regularly and systematically with the Health Visitor Breastfeeding Champion Supervisor for the Group, the Co-ordinator for Breastfeeding Peer Supporters and the Chairpersons of other Peer Supporter Groups
- Convey relevant and important information to the Group via the Group's Secret Facebook Group
- Administrate the group's Secret Facebook Group and ensure that all members are up to date volunteers and that new volunteers are added
- Oversee the running of the Group's website, Facebook Page and all other Social Media used by the Group
- Oversee and assist in the application for funding for projects to be carried out by the Group
- Oversee and assist in the organisation of fundraising and awareness raising events
- Assist in the development of partnerships with shared facility users and organisations that are relevant to the goals of the Group e.g. Children's Centre Staff, Health Visitors, Midwives
- Produce and circulate an agenda giving plenty of notice for all Committee Meetings

b. The duties of the Secretary shall be:

- Maintain records of the Committee and ensure effective management of the Group's records
- Manage Minutes of Committee meetings, including recording the Minutes and ensuring Minutes are distributed to members shortly after each meeting
- Ensure that the records of the Group are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records such as the Phone Line Record Books
- Provide an up-to-date copy of the constitution and bylaws for all new members of the group.
- Manage the general correspondence of the Committee except for such correspondence assigned to others e.g. Bank Statements
- Help the Chair in providing systematic communication from the Committee to Group members and other relevant stakeholders.
- Provide a summary of Committee Minutes for distribution to all Group members via website and noticeboards

c. The duties of the Treasurer shall be:

- Provide advice to the Committee in their management of the Group finances
- Administer all financial affairs of the Group
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Quarterly financial reports – present at quarterly committee meetings
- Arrange and despatch invoices for periodical payment
- Be a signatory on Group account

## **7. Finance**

- a) A financial year shall run from 6th April to 5th April; 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; the Treasurer and two other officials being nominated as potential signatories.
- d) All monies 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.

### **8. Ordinary General Meetings**

The Chair, or the Committee, can call an Ordinary Meeting at their discretion. There will normally be four 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.
- 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 three.

### **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.

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

Any changes to this Constitution must be agreed by at least three 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)

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