



# Market Towns Revitalisation Programme

## Rural Challenge Capital Fund Application Form 2011 for applications seeking between £7,500 and £40,000

The **Rural Challenge Capital Fund** of £500,000 is the third element of the Market Towns Revitalisation Programme. The deadline for submitting applications will be noon on 30th June 2011. Applicants are advised to contact their Community Action Officer prior to making an application to ensure they are within an eligible area.

**Project Name:** Alveley Chapel Drop-in Centre

**Lead Applicant:** Nick Armstrong

**Total Grant requested:** £37,569

**Start Date:** 1 April 2011

**Completion Date:** 1 December 2011

### The Rural Challenge Capital Grant element will need to be spent by September 2012

The focus of this grant fund is for those rural areas not included in the Larger Market Towns Capital Programme or Shrewsbury. It is proposed that in addition to the rural settlements that any of the **eleven designated Market Towns and key settlements** of Shifnal, Wem, Albrighton, Broseley, Ellesmere, Highley, Cleobury Mortimer, Craven Arms, Much Wenlock, Bishop's Castle and Pontesbury / Minsterley could submit an application but only if they can show written support from the majority of Shropshire Councillors and Parish Councils bordering them.

**Project Location** - What is the location and postcode of the project for which you are applying for grant funding?

Alveley Chapel, Church Road		
Alveley		
Bridgnorth	Postcode	WV15 6NP

Is the project in one of the eleven designated Market Towns and key settlements? **No**

If yes, written support from the majority of Shropshire Councillors and bordering Parish Councils will be required. Have letters of support been enclosed? **N/A**

Has this project been discussed at a Local Joint Committee Meeting (LJC)? **No**

If yes, what was the date of the LJC Meeting:

## Project summary

Briefly describe the main purpose of your project (in no more than 200 words), giving details of:

- How you intend to spend the capital grant
- What it will achieve and support

Following giving and saving towards such a project for over 15 years, the right opportunity arose in March 2011, and St Mary's PCC has been successful in purchasing the recently closed Methodist Chapel in Alveley. Despite competition on the open market our offer was accepted on 13th June as a result of our ambitions for the building to be **a community hub**. We have worked with local groups, Alveley Parish Council and Shropshire Council (Community Action Team and Cllr Tina Woodward) to develop a vision for the Chapel as an **Open-house Drop-in** venue based on need and demand.

Specifically the hall will deliver:

- **a meeting place for young people** - a variety of after-school and evening organised events and activities as well as informal "drop-in" sessions, providing a safe, friendly and intergenerational place to relax with friends with access to computer games and other indoor games (such as table football & table tennis), internet access and help with homework. Possible further developments include holiday clubs for primary school children, Community projects, Scouts etc.
- **All-age or any-age "drop-in" centre**, for use by all ages and generations, with services and facilities including:
  - A place of welcome, friendship and a listening ear
  - A coffee shop run by volunteers and serving home-made cakes etc at affordable prices
  - A lending library – to compensate for the recent reduction in service from Shropshire Council's mobile library, extending its accessibility through receiving returns and orders; and build a shared community library alongside.
  - Internet access – for those without their own access at home; computer learning and shared interests, with help and guidance at times.
  - A place for quiet reflection; a reading room
  - "Big Society" services such as providing help to those who experience difficulty with administrative tasks such as filling in official forms or writing letters, and hosting Citizens Advice Bureau sessions
  - Assistance with training and employment - opportunities for direct provision are under investigation but the provision of information on job vacancies, direct links to providers will provide a much needed local access point
  - Office services such as photocopying.
  - Outreach space for organisations to provide information advice and guidance to residents- e.g. Shropshire Council (Cllr Tina Woodward and CAO Tom Brettell, job centre plus, etc.
  - Adult/Vocational learning centre: evening classes, languages, life skills, hobbies.

This grant is to fund improvements to the building including **insulation and heating** to accommodate the provision detailed and also to provide **computer/internet facilities** key to all activity.

How the project will have an economic impact? (in no more than 100 words)

The chapels' services will be specifically targeted at vulnerable and disempowered people- especially young people, unemployed, disabled and elderly and will assist them to become more economically active. This will be achieved through:

- Access to computers, internet, copying etc, with advice and help writing CV's, homework, job applications.
- Job vacancy adverts & communication point
- Liaison & Meeting space (people and notices) for agencies including CAB, Shropshire Council (including SC Information Point), Library (with link to mobile service) etc.
- Support with the creation of local farmers' / local produce markets to encourage local people to support local producers
- All of the above will be assisted by a team of volunteers providing friendly front of house services to guide people to meet their needs.
- Enabling all to access internet and consequent competitive pricing.
- Local provision implies less travel: costs and environmental effects.

## 1. Organisation details

### 1.1 Organisation name

What is the legal name of your organisation?

Parochial Church Council of St Mary the Virgin Church, Alveley

### 1.2 Organisation address

What is your organisation's registered address including postcode?

Rev Nick Armstrong, The Rectory

Alveley

Bridgnorth

Postcode

WV15 6ND

### 1.3 Have you applied to Shropshire Council for any grants for this project previously?

If yes, what grants have you applied for and / or received?

No

### 1.4 Main contact details for the project

Fill in the following details about the person in your organisation who will be the main contact for your application.

Name of contact

Title

Rev

Forenames (in full)

Nicholas Paul

Surname

Armstrong

Position or job title

Rector of Alveley & Quatt

Address for correspondence including postcode

The Rectory

Alveley

Bridgnorth

Postcode

WV15 6ND

Phone number

01746 780326

Email address (if applicable)

[nicka@inbox.com](mailto:nicka@inbox.com)

### 1.5 Organisation type

What sector does your organisation fit in to? (tick as applicable)

Voluntary or Community Sector	<input checked="" type="checkbox"/>	Public Sector	
Social Enterprise (Not for profit)	<input type="checkbox"/>	Other, please specify	

### Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number?

*If so please write it below.*

Charity number	
HMRC charitable status number	
Company number	
Other (please specify)	C of E is <b>exempt charity</b>

If your organisation is unincorporated and not registered as a charity, tick the box provided

Unincorporated and not registered as a charity

If you are an unincorporated association and not registered with the Charity Commission please send us a copy of your governing document (for example, constitution, set of rules or trust deed).

### 1.6 Your organisation's bank or building society account

You must send us three consecutively numbered pages of a bank or building society statement with your application. These must be no more than three months old.

The account must bear the legal name of your organisation.

### 1.7 Your organisation's accounts

You must include copies of your most recent approved accounts, signed by your chair, secretary or treasurer and audited by your auditor or independent examiner where appropriate. The most recent of these accounts should not be more than 12 months old.

### 1.8 Site ownership

If your project involves building work such as alterations, refurbishments or extension, please provide details of the ownership of the building.

In process of completion, purchased from Methodist Church by St Mary's PCC.

If you own the building, is your facility:

Freehold

Leasehold Please state the year the lease expires:

Are there any restrictive covenants written into the lease? If yes, please give details.

Please give a brief description of the building including age and type of construction.

Brick-built chapel, dated 1862, with brick lean-to extension and flat-roofed extension added during 20<sup>th</sup> century.

### 1.9 Planning information

If your project involves building work (alterations, refurbishments or extension) please tick the appropriate box and supply all supporting documentation e.g. letters, drawn plans etc.

	YES	NO
Is planning permission required?		✓
Has planning permission been obtained?		
Are building regulations required?		✓
Have building regulations been obtained?		
If the property is leased, has the landlord given permission for the proposed works?		
Is the building in a conservation area?		✓
Do you require permissions from the Conservation team to carry out the planned work?		
Is the property a listed building?		✓
Has listed building consent been obtained?		

## 2. About your project

### 2.1 Programme Objectives

The **Rural Challenge Capital Fund objectives** have been developed to ensure the long term sustainability of our rural communities for the benefit of Shropshire people. Which objectives will your project support? These should relate to your outcomes stated in **Q2.6**.

<b>Rural Challenge Capital Fund objectives</b>	Tick if appropriate	How will the project support this objective?
Encourage rural areas to become more sustainable	✓	Provide access to services now only available in towns.
Build social capital	✓	Enhance community spirit and shared initiative; empowerment with minimal cost.
Support Inter-generational activities	✓	Approach will maximise time where old and young meet and work together.
Sustain local communities	✓	No need to leave village for 'town' facilities.
Target the needs of disadvantaged groups / members of the community	✓	Our plans are especially tuned to engage young people, elderly, less mobile and unemployed people.
Facilitate delivery of local services	✓	Local producers and providers can contact local buyers.
Improve access to opportunities	✓	Link to nearby Job shops, local businesses, etc. Office facilities & help.
Support the development of social or rural enterprise	✓	Ideal network venue for local entrepreneurs: link to current businesses.
Encourage local employment opportunities	✓	Help with CV's etc, and job shop for local businesses & networking.
Support environmental projects, contributing to reduced carbon emissions	✓	Current work is focussed on maximising insulation and adding green energy heating.
Encourage and support local people to work together to shape their communities as part of the 'Big Society' agenda	✓	Users committee or forum to tune and improve delivery of services and encourage fresh initiatives.

## 2.2 Project need

What is the proven need and demand for this project? - how will the project be of real benefit to, and wanted by, the wider community? Please refer to how you have identified this need, including details of consultation undertaken (e.g. Local Joint Committee meetings, Parish Plan) with the local community, stakeholders and service providers? (in no more than 300 words)

There is a range of evidence of need and demand for this project including the Parish Plan, the Community Toolkit, the Place Plan and specific survey work.

The Parish Plan (2007, *Attached*) identifies Young People as a particular focus, and one which remains largely unmet five years later. In particular it identifies the need for facilities and a meeting place. A subsequent parish survey has shown top felt needs for village facilities included:

Youth club (33%), More diverse outdoor activities (31%) and Scouts & Beavers (16%).

The parish plan identifies requests for wider facilities for young people and records the young and the elderly as groups who are probably less well catered for in terms of activities; it also notes a lack of a meeting place for young people. A report on the welfare of young people was produced by the Shropshire Youth Service as part of the parish plan. The parish plan states that opportunities for school leavers finding employment in Alveley are poor.

The Community Toolkit findings back up the Parish Plan and also recognise the challenges of transport for young people who cannot access facilities in neighbouring towns, and the lack of youth facilities.

The parish plan section on young people highlights the views of young people in the village. Young people see few advantages of living in Alveley and perceive that other villages are favoured in terms of facilities, such as the Severn Centre in Highley. However they also felt the benefits of living in Alveley were friends, security and the village being clean and quiet. Activities in the village may not have a relevance to young people. Few employment opportunities for young people.

The parish plan and Community Toolkit identify that opportunities for school leavers finding employment in Alveley are poor. The industrial estate employs relatively few local people and other local employers employ foreign workers. There is little evidence to suggest that local businesses employ local people or support the community.

Improved activities and meeting opportunities for the Elderly were another stated need which we hope to address significantly. The 2001 census profile also demonstrates a higher than average percentage of older people residing in the village.

**We will be presenting and inviting questions and suggestions on the chapel project at a special Parish meeting set up by Alveley Parish Council on 16 July.**

Since the possibility of the project (through availability of the Chapel for sale) in March 2011, we have made every effort of maximise publicity (through parish magazine, local press and liaison – *see attachments*) and draw on local input and opinion. Feedback has been wholly supportive from village residents, Methodists, Clubs & Societies, businesses. We have delayed our own survey as the last few months have seen two further surveys by the Parish Plan group: at this stage we identified the special parish meeting (above) as the more effective forum, especially through interaction with other groups present.

Evidence of consultation to be enclosed with the application? Yes

### 2.3 Who are your partners that will help to deliver the project?

St Mary's Church has many active volunteers, and is widely represented on other village bodies and organisations. But to cover both opening hours and desired skill range, we are working through social and professional networks to draw in many further volunteers in Alveley. We already have contact and interest from the Parish Council, Alveley Historical Society and Alveley Singers. We will be seeking to work also with local schools and colleges (Alveley, Bridgnorth & Kidderminster), Young People's organisations (Scouts, YFC, Sunday Clubs), and Older people (Help the Aged etc.). On the latter, we have 20 years experience since setting up a Day Centre, running in partnership with Help the Aged and other volunteers.

### 2.4 What other options have you considered for delivering your proposed activities?

The question of location has been much debated for some years:

Alveley's **Village Hall** and **The Pavilion** are large practical meeting places booked from time to time by organisations and individuals for events, interest groups, functions etc.

**St Mary's Church** is a large sacred space, open every day and used from time to time for public worship and community events. It is very costly to heat, and even a proposed (and more costly) attached room would have been less accessible and for many too strongly linked with the church.

**Our vision** for the Chapel is to be mainly an **Open-house** or **Drop-in** venue.

It will be distinctive from Village Hall and Pavilion as a **small** venue, open **most days** for **much of the time**, and distinctive from St Mary's as a **practical** space able to be **heated and warm for most of the day**.

St Mary's church has been seeking such a possibility for a while, and this building provides a unique opportunity for involvement at the heart of the village: the chapel's availability is the catalyst and far more suitable than use of space within St Mary's for example.

### 2.5 Sustainable development – Economic, Social and Environmental

**Economic** - Tell us how your organisation will ensure the project activities will continue in future years following this capital phase. (in no more than 100 words)

*Attached* is draft forecast for initial running costs, deliberately conservative regarding income, and in which there is considerable scope for supplement through café sales and fundraising events. Other possible income courses are local business sponsorship and occasional hire fees.

Many in the village are committed to the project, and, as evidence of specific needs and priorities is accrued through use, we anticipate further modification of chapel and grounds, eg. with outdoor facilities for Young People. We are consulting with our Diocese's Community Partnership & Development officer (Wendy Coombey), an expert in assisting with planning and funding for church-community projects such as this. She is assisting us with a business plan and future capital funding also.

**Social** - Tell us about the groups and the people that will mostly benefit from your project. E.g. how will this project support the wider community, businesses and local groups? (in no more than 100 words)

The chapel will be open as a friendly space to come alongside vulnerable and disempowered people, especially young people, unemployed, disabled and elderly. Any food and services will be priced to be very affordable.  
This neutral venue will be suitable for informal interviews and meetings.  
Homework (venue, computers & help), ICT skills, Interest groups (eg. family history) and other learning opportunities.  
Probably not the least benefit will be satisfaction to those sharing skills and developing them as volunteers.

**Environmental** – Tell us how you will develop the project in a sustainable way e.g. energy efficiency, renewable energy, water consumption, materials used, surface water run-off, waste, pollution, ecology etc. Have you received any expert advice or undertaken an energy audit to support your proposed development? (in no more than 100 words)

Main thrust of this bid is for **energy efficiency** through high grade insulation and efficient heating for sustainably available public space.  
Availability of services and produce locally prevents avoidable transport.  
Details of optimum heating system are under evaluation – with current electric heaters to be combined with either multi-fuel stove or night-storage heating, depending on energy audit.  
We will use local contractors where possible.

The next development stage (2012/3) will consider PV panels, collection and use of run-off water for grounds, and heating and insulation of the attached rooms behind the main room.

## **2.6 Project outcomes - What difference will your project make?**

How will your project make a difference to your community? Are there any measurable outcomes that could be delivered and reported on?

**Our aim** is to improve the quality of Alveley people's lives, especially through

- providing welcome, safe recreation and intergenerational relationships for young people
- creating accessible time and space for the elderly, reducing their isolation and giving interest and friendship opportunities
- helping those without self-confidence or basic skills to find them
- encouraging help with homework and career opportunities, leading to employment or volunteer work for the unemployed.

To measure for such benefits, we will use:

- Daily Record of visitors, coffee shop users & sales, computer use etc.
- Survey of users, with feedback strongly encouraged, recorded and used.
- Specific achievements of users – eg. jobs offered, new training undertaken.
- Feedback from local organisations using for outreach space.
- Liaison with police viz. evidence of antisocial behaviour.

NB: statistically significant measurement of educational or health benefits will almost certainly be unattainable, and likely benefits shown rather by testimony (eg. survey).

## 2.7 Project budget

Complete the table to show the total project costs and what the grant will be spent on. This programme **only funds capital costs**, and **will not fund revenue or contingency costs**.

Direct capital costs	Total (including VAT)	VAT recoverable from total (if applicable)	Match Funding to be secured from other sources	Total Amount requested from Rural Challenge Capital Fund
New Build Costs – <i>Building Acquisition</i>	<b>£68,000</b>		<b>£68,000</b>	
Refurbishment Costs	<b>£34,274</b>			<b>£34,274</b>
Plant and equipment Costs	<b>£3295</b>		[£120 in kind]	<b>£3295</b>
Professional fees	TBA		TBA	
Other costs (please specify)				
<b>Total direct capital costs</b>	<b>£105,569</b>		<b>£68,000</b> [+£120 in kind]	<b>£37,569</b>

Tell us how you have worked out your costs, e.g. through a tendering process, number of quotes received etc.

*Attached* refurbishment costings are from qualified and active Quantity Surveyor. In the short time since bid acceptance we have no competitive quotes: throughout the process, all purchases and contacts will be checked to ensure best value. *Attached* Plant & Equipment costings are internet sourced and widely available.

Is your organisation registered for VAT?

Yes, please give the VAT number:

No

If yes, have you contacted either your local VAT office or a VAT expert to find out how much VAT can be recovered on the cost of your scheme, and do your budget costs reflect this?

Yes

No

If you have answered 'No' to the above question, describe below what you have done to make sure that you will incur no extra costs as the result of non-recoverable VAT. Can you meet any extra costs that may occur as we cannot increase our grant at a later date?

*We are investigating this.*

## 2.8 Project funding

If you have provided details of what other sources of funding you expect to have available for your project, please tell us how much it is and whether you have secured it yet.

Source of funding	Total amount £	Secured (tick if applicable)	Yet to be secured (tick if applicable)	In-kind contribution (tick if applicable)
St Mary's Church, Alveley	£68,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers	£120	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If 'in kind' contributions are included you will need to send in a separate document explaining how these have been calculated. **See attached Plant & Equipment costs.**

If match funding has been secured, please provide evidence of this.

## 2.9 Project Management

How will you ensure your project is delivered effectively and is well managed? Include details of your previous experience in the delivery of this type of project. (in no more than 100 words)

The project will be overseen by St Mary's PCC which meets six times a year and has considerable shared expertise managing and maintaining a large public building. Recent major projects have included a new church roof (£200k) and heating system (£43k). Village based construction professionals are helping to oversee the project. We have also managed sustainable revenue projects, including Day Centre (see 2.3), Parents & Toddlers (40-50 people weekly for 4 years), Oasis Coffee Shop, Sunday Club (previously held at Chapel), Lunch & Film club.

How will you manage the finances of your project? Include details of your previous experience, financial procedures in place to manage the project budget and how you have adhered to procurement practices. (in no more than 100 words)

The PCC treasurer (Andrea Hiron) is an accountant, and several other members have financial expertise.

## 2.10 Key Milestones

What is the timetable to deliver the key stages or milestones of your project?

Key Milestone or Activity	Proposed Completion Date
Building purchase offer accepted	13 June 11 ✓
Refurbishment quotes	July/Aug 2011
Building Purchase Completion	10 Sept 11
Opening and limited use	Late Sept 11
Refurbishment & installation complete	Nov 2011
Opening for planned use as above	Dec 2011

## 2.11 What problems might occur with the project and how will you deal with them

Have you prepared a cash flow schedule for the project to identify any funding shortfalls? How will you deal with possible delays to the project or any overspend on project costs?

Additional works could be found (despite structural survey 25 March) eg. damp etc. After full structural survey undertaken 25 March, we are as sure as we can be that nothing serious is hidden.

Cash flow: St Mary's has a long-term record of effective fundraising and donations, and with strong commitment to the project and £55,000 annual turnover, we anticipate some fall-back possible in unlikely event of significant extra costs.

If availability of volunteer support was insufficient, we would take steps through Alveley Parish Council, a volunteer bureau and Shropshire Council LJC etc.

Conversely, oversubscription of some aspects would require limiting by rota, governed by fire safety etc.

### 3. Declaration

**Name of the applicant organisation:**

I confirm that I am duly authorised to sign this declaration on behalf of the applicant organisation.

I confirm that this application and the proposed project within it has been authorised by the management committee, other governing body or board.

I certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.

I understand that any offer of grant will be subject to terms and conditions and we confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.

I understand that, if I make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or if I knowingly withhold any information, this could make our application invalid and we will be liable to repay any funds.

I understand that you require each signatory to this form to provide their full name, home address and date of birth for fraud prevention and detection purposes.

I confirm our organisation has the legal power to set up and deliver the project described in this application form.

I confirm that I am authorised by the organisation to be the contact during the assessment of this application and that you may rely on any further information supplied to you by me.

Title	Forenames (in full)	Surname
Rev	Nicholas Paul	Armstrong
Position or job title	Date of birth	
Rector of Alveley & Quatt	02	01 1958
Signature	Date	
	29	06 2011

On behalf of (organisation name with reference or registration number)

St Mary's Alveley Parochial Church Council
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Home address of signatory including postcode

The Rectory, Alveley		
Bridgnorth	Postcode	WV15 6ND

### Application Checklist

Please tick the following boxes to confirm that you have included the necessary documentation with this application:

- Q1.5 Copy of your governing document if an un-incorporated group e.g. constitution, set of rules or trust deed (not required if registered with the Charity Commission).
- Q1.6 Attach three Bank or building society statements in the name of your organisation.
- Q1.7 Copies of your most recent approved accounts.
- Q1.8 Copy of lease if appropriate
- Q1.0 Confirmation of planning permission/building regulations/listed building consent if required
- Q2.9 Details of in-kind contributions if required
- Q2.9 Copies of quotes received for proposed work
- Q2.10 Evidence of match funding secured (memorandum of sale)

**Incomplete applications, lack of supporting documents or failure to involve your Shropshire Councillor in the completion of this form may result in delays or non-acceptance of your application.**

#### **Supporting Statement by the local Member on why this project has been supported.**

Members are reminded to consider their position in relation to the Code of Conduct prior to completion of this section. If in any doubt, please refer to the Monitoring Officer on 01743 252763 for advice.

This is a very worthwhile project that will enable the youth to have a venue were they can meet in a safe and secure environment, the village has no such facility available to them currently. The Chapel is intended to be operated as a "drop-in" centre for all age groups, this is also not catered for in the community currently. This is a very valuable asset to the community and at one stage it was feared that it would be lost. I hope this application is given serious consideration during the process.

**Name:**     Tina Woodward    

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If the project is within one of the designated eleven Market Towns and key settlements, written support from the majority of Shropshire Councillors and bordering Parish Councils will be required.**

## **Data Protection**

We will use the information you give us on this application form and supporting documents, during assessment and during the life of your grant (if awarded) to administer and analyse grants and for our own research purposes.

We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in the programme, or for the prevention and detection of fraud.

## **Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

**For advice on the completion of the application, contact your Community Action Officer by either emailing [communityworking@shropshire.gov.uk](mailto:communityworking@shropshire.gov.uk) or by telephoning 01743 253077.**

**The deadline for the application is noon on Thursday 30th June 2011.**

**Applications forms are to be returned to:**

**Joe Bubb,  
Principal External Funding Officer  
Shropshire Council,  
Shirehall,  
Abbey Foregate,  
Shrewsbury, SY2 6ND**