

Appendix 1 - Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

Four free storytelling sessions for children in Ipswich to attend at well-known venues during August. Children will participate in two-hour sessions designed to engage them in literacy through the magic of storytelling. After hearing stories, children will work with a local artist to create large 3D character creations made partially from recycled materials to enable them to further explore the stories.

Amount of funding requested

£2,100

PART 2 - About your group

Name of Organisation/Group:

Chapter 82

Address:

Redacted

Name of person completing application:

Redacted

Contact Address (if same as above leave blank):

Telephone Number:

Redacted

E-mail Address:

Redacted

Type of organisation:

Constituted Group	Charity	Community Interest Company	Not for Profit	Private company
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charity Number:

(if applicable)

Company Number:

(if applicable)

Date organisation established:

09/11/2021

What does your organisation do? Please outline the vision, values and main activities:

(Max 500 words)

Chapter 82 is a Community Interest Company which aims to make the magic of storytelling available to everyone. We believe in using storytelling to create opportunities for children to learn which are meaningful and purposeful. We work both in schools and in the community, bringing people together to listen to stories and usually to respond through artistic activity. We have worked with families in Gainsborough, children at Eastern Angles, groups of fathers suffering from addiction in central Ipswich as well as work in various local schools. Where possible, we provide everything free of charge for the people taking part, either from funding opportunities or from donations from local businesses.

Storytelling is the one thing that sets humans apart from other creatures and we have a natural desire to tell, listen to and learn from stories. Current research recognises storytelling to activate parts of the brain which are rarely activated otherwise, and is extremely beneficial to our ability to make connections with people and the world around us. Storytelling allows us to develop our sense of identity and as a consequence, is extremely beneficial to our mental health. Chapter 82 aims to promote storytelling as a tool for connection, well-being and education. We have a

passion for making storytelling more accessible to more people; we work in communities where we want to improve this access to creative and cultural activity.

For example, our recent project in January 2023 took place at All Hallows' Church on Landseer Road on Sunday mornings and provided children and their families with a warm space, warm food, storytelling and various creative activities at no cost. The sessions were well attended and the feedback validated local families' appreciation of low or no cost activities to do with their children which also supported their development and education.

Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc.?

Yes x (please attach) No ☐

Does the organisation/group have a committee with at least three members?

Yes x No ☐

Does the organisation have a bank account in the organisation/group's name?

Yes x No ☐

Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years? Yes ☐ No x

If yes, please provide the amount and date received:

Date	Amount (£)

Are you registered on **InfoLink**? If not, think about joining the single directory for Community & Voluntary Sector services and groups in Suffolk. It's quick and free to register. Find out more here.

<https://infolink.suffolk.gov.uk/>

PART 3 – Why is your project needed?

What is the need for your project? Who will be helped?

Please relate this to the relevant [Area Committee Action Plan](#)

Chapter 82 has delivered a number of storytelling sessions in central Ipswich and has links with the many of the primary schools in this area of the town. Through consultations with both senior leaders in schools and local parents, we received positive feedback about our proposal for this project. During the cost of living crisis, we are aware that many parents are struggling to find low or no cost activities to do with their children, especially those which support their education. In a county where attainment and development are below the national average and with 15,000 people on benefits in Ipswich, we want to create free provision for local families.

In line with the fund's priorities, this project aims to support community cohesion, meet local needs and promote health and wellbeing in central Ipswich. Primarily, this project aims to help local children access storytelling sessions, the benefits of which are described above. With free refreshments provided, the project will also relieve a small amount of financial stress for local families and provide them with a safe, supportive, creative place for their children to spend a couple of hours in the school holidays.

Through our work in schools and from discussions with school pupils, we know some children rarely or never had opportunities to take part in creative activities at home.

In line with the Action Plan for Central Ipswich, we have planned this project to support local children in their education. We also think this support the healthy community priority and contributes to making the area a more enjoyable place to live in.

What evidence do you have of this need?

Please include results of any consultation

An officer from DWP told us: "69% of job centre customers in Suffolk have stated they have no access to creative materials at home. 90% of customers attribute financial barriers as the main reason that do not engage in local creative activities."

A local deputy headteacher told us:

"The six week holiday is problematic for many of our children and parents, especially during the cost of living crisis. As a school we provide holidays clubs and food parcels but we absolutely support and will promote any affordable or free local provision for families in the area. We want children to be able to take part in high quality, educational experiences in the town."

A parent at St. Helen's:

"We find it really difficult to find things to do, especially on the rainy days. If there was a free storytelling event both of mine would go."

A supporting letter from the Operations Manager of Suffolk Archives at The Hold is also attached to this application.

PART 4 – How will your project work?

Please describe your project and how it meets the need (max 500 words)

Story sculptures will take place over four sessions in the 2023 school summer holidays at two key venues in central Ipswich; Ipswich Library and The Hold. The sessions will be two hours long and attended by children in KS2 at school (aged 7-11). The sessions will be facilitated by a storyteller and an artist, both of whom are qualified teachers and experienced in running sessions in a range of settings. Children will be dropped at the sessions but parents are welcome to stay if they wish. Sessions will also be supported by volunteers.

During each session, children will hear a different story and explore and discuss the story with each other and the adults present. They will then work with an artist to produce large cardboard sculptures (masks, or figures) to represent characters in the story. Food will be provided for the children to have a drink and a snack in the session. Children are welcome to attend all the sessions if they wish.

What risks have you identified for your project and how will you manage them?

Lack of participants – the event will be promoted on social media via Suffolk Libraries and The Hold to support this

Behavioural issues during sessions – all staff and volunteers are trained in behaviour management

Safeguarding—we have a safeguarding policy in place to recognise and respond to any situations that represent a safeguarding risk, ensuring these are referred and escalated to the relevant authorities.

Does the organisation/group have a safeguarding policy in place?

Yes x (please attach) No ☐

Not applicable ☐

How many beneficiaries will benefit from the project?

20 per session x 4 = 80 we will recruit exclusively residents of central Ipswich.

How will potential beneficiaries be made aware of the project?

Established venues will promote on social media

Chapter 82 social media

Flyers sent to local schools

How will your project affect people from different backgrounds? Have you considered how to make your project fair for everyone in relation to the Equality Act of 2010?

Chapter 82 always aims to make everything we do accessible to everyone and we have an Equal Opportunities Policy to reflect this.

Please describe how you will minimise the environmental impact of your project

This project will take place in existing occupied venues. It is available to residents in the immediate locality of central Ipswich, travel to the site will be limited as we envisage most participants arriving on foot.

Sculptures will be made with a mixture of new and some recycled materials. Any leftover materials will be reused in future sessions beyond this project.

PART 5 – Costs & Funding

Please provide a breakdown of project costs and enclose quotations from suppliers where applicable:

Description of expenditure	Cost (£)
Preparation and delivery (Storyteller) £150 per session plus £150 prep	£750
Preparation and delivery (Artist) £150 per session plus £150 prep	£750
Materials Cardboard sheets, tissue paper, glue, glue guns, charcoal, paint sticks, foils, cellophane, newspaper, masking tape, chicken wire, paint, paintbrushes, bubblewrap, pom poms, sequins, paint sticks, feathers, eyes, card, paper, felt	£400
Advertising (2 facebook ads, designing leaflets, sharing leaflets on social media and writing social media posts, printing leaflets and distributing to schools / other venues.	£150
Refreshments	£50

(squash, plastic cups, jug, biscuits, fruit)	
Total project costs	£2,100
Total amount requested from Area Committee	£2,100

Please attach any quotations obtained for large purchases

How will any remaining costs be met?

Please show in the table below how much funding you have already secured or are currently applying for towards the project:

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)

How will the project be sustained after the funding has been spent?

This is a pilot for Chapter 82 running a session with a local artist. Beyond this pilot, if successful we will be applying for a4a national lottery funding to run a longer programme of similar sessions.

In addition, Suffolk Libraries are keen to support a DYCP application after this pilot, for our lead storyteller.

PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

All Grants

- x Recognised governing document e.g. constitution, memorandum, Charity or Community Interest Company registration etc.*
- x Proof of bank account in the name of the organisation (e.g. bank statement or letter) *

- x Results of consultation (if applicable)
- x Safeguarding policy (if applicable)
- ☐ Quotations for project costs (if applicable)

Medium & Large Grants (£1,000 over)

- ☐ Yearend accounts *

If no yearend accounts are available (for instance if you are a new group), please provide a copy of your accounts to date and a scan of your latest bank statement

Large Grants (£5,000 and over)

- ☐ Business plan or similar document setting out your plan to sustain your organisation & project.*

* required, as appropriate to grant size.

PART 7 – Monitoring your success

The Area Committee will require progress reports during the life of the project, what methods will the organisation use to measure success of the project?

Feedback from participants to capture their experiences (and any changes in, as a result of participating in the project)

Sessions will be photographed (with consent) and form part of the requested report, along with participant feedback and facilitators feedback and reflections.

PART 8 – Terms & Conditions

Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require the repayment of Area Committee Funding in full if paid or the withdrawal of the Area Committee Funding offer.

Applications found to be fraudulent will be reported to the police.

The Area Committee Funding will be used for the purpose set out in the approved report or as amended with the agreement of the Area Committee and the applicant organisation.

Any Area Committee Funding awarded will not be increased in the event of an over spend.

Applicants should note that the award must be acknowledged as Ipswich Borough Council Area Committee Fund and must comply with any reasonable requests relating to publicity.

Any organisation awarded Area Committee Funding shall be subject to monitoring, which could involve site visits and the collection of statistics.

The applicant will forward to the Communities Team, performance information within 6 months or on completion of the project. Failure to submit this information may render the applicant ineligible for further Area Committee Funding and may be asked to repay the funding in part or full.

We confirm that all staff / volunteers working with children, young people or vulnerable adults have had the relevant DBS checks completed (applicable where appropriate).

Area Committee monitoring and evaluation helps us to ensure that funding is spent in accordance with Area Committee guidelines. You will be sent a link to an online form following the completion of your project, or bi-annually until your project is complete.

Please note that your declaration confirms that you have read and accepted the terms and conditions for Ipswich Council Area Committee Funding.

We require the signatures of two people authorised to sign on behalf of your group (that are not directly related to each other).

Signatures

We, the undersigned, on behalf of the applicant organisation/group understand and agree that:

- We are authorised to complete this application on behalf of our organisation/group.
- We have the power to accept the Area Committee funding awarded to our organisation/group subject to the terms and conditions listed and the power to repay the Area Committee Funding in the event of any funding condition not being met.
- This funding application falls within the objectives of our group or organisation.
- All staff / volunteers working in a position of trust with children, young people or vulnerable adults have had the relevant DBS checks completed.

Signed by authorised signatory (1):	Signed by authorised signatory (2):
Redacted	Redacted

Please return your completed form to the Community Engagement team at Ipswich Borough Council:

e: communities@ipswich.gov.uk