

**BERKHAMSTED TOWN COUNCIL  
GRANT APPLICATION FORM  
COVID19 COMMUNITY SUPPORT**

**Background information and available funds:** Berkhamsted Town Council is committed to supporting initiatives in the Town that are there to support our community during the Covid19 pandemic. How this might be achieved was discussed at a virtual town council meeting held on 30 March 2020. At the meeting an initial budget of £1,400 was allocated immediately to Age UK Dacorum, who will be broadening their age criteria for the emergency. Age UK Dacorum are working through volunteer groups and organisations to provide low level needs for people affected by isolation. At the end of March work was still in its early days and the key organisations involved in discussions, in addition to Age UK Dacorum, were Open Door, the Berkhamsted Community Facebook Group, and Berkhamsted District Chamber of Commerce. A further £3,600 of funding was also agreed that the group can ask to draw upon going forward as the situation regarding demand and services crystallised.

In addition, and as a separate but linked initiative to the above, a £15,000 earmarked reserves fund has been created. Funding from this reserve could be made available to volunteering organisations, groups or charities serving the people of Berkhamsted to mitigate the impact of the current crisis (including its aftermath). £15,000 is the total amount available and would cover a number of separate applications. The Town Council agreed that such applications should be made to the Town Clerk and include details of the service(s) offered, safeguarding measures, other funding applied for, project plan and financial controls. On receipt of an application the Town Clerk would contact all members of the Finance & Policy Committee for consideration and authorisation of such applications.

**Who can apply and how** Any organisation, group or charity providing a service that will help the people of Berkhamsted through the current crisis and who wish to apply for some funds should make such applications to the Town Clerk (Janet Mason) by completing the application form below (page 2 and following) and returning it via e-mail to: [townclerk@berkhamstedtowncouncil.gov.uk](mailto:townclerk@berkhamstedtowncouncil.gov.uk);

If any group/organiser wants a preliminary discussion call 01442 800152. Do not hesitate to get in touch to resolve any problems in completing the form – we understands completely that some questions asked may not seem relevant to newly formed groups, however, discussing matters should usually resolve any concerns.

The Town Council will process your application as quickly as possible and will advise you hopefully within a few days. The form you need to complete starts on page 2 of this document. As mentioned, if there are any aspects that do not precisely relate to your group that you wish to discuss please call the Town Clerk for advice.

Finally, the Town Council has been greatly impressed by the way the townsfolk of Berkhamsted have pulled together and the breadth of initiatives is truly inspirational. We will look forward to hearing from applicants.

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1. Your contact details:

Name of Organisation or Group: Open Door Berkhamsted

E-mail address: lily.donlan@opendoorberkhamsted.co.uk

Telephone Number: 07970 737807

Correspondence Address for payment:

Name: Joan Fisher, Manager

Address: Open Door Berkhamsted

360-364 High Street

Berkhamsted

Postcode: HP4 1HU

2. What is the nature of your organisation's/group's activity?

Open Door Berkhamsted community project was set up due to local demand three years ago to help reduce isolation in our community. It is a safe and welcoming community space for people to meet and take part in activities that enhance their social, mental and physical wellbeing.

Under normal circumstances, a sample of our programme includes: wellbeing and creative activities; a donations-only café; exhibition space for local artists; a weekly Memory Café for those with dementia and memory challenges and their carers; social events both at our premises and within the community; after school art clubs and free to attend special interest sessions such as Scrabble and French conversation. We collaborate with the Prince's Trust and local schools and last week 8 students from a school in Hemel helped in our garden and with decorating the premises as part of their work experience scheme. Due to Covid-19 we have had to adapt the way we work and for the time being just small groups of people attend our classes, and many are conducted online.

3. Is your organisation a registered charity? YES\*/NO number: 1002449  
(Part of Way Inn Trust)

4. Is your organisation part of, or affiliated to, any national organisation?  
YES\*/NO

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If yes please give details:

5. What is the catchment area covered by your organisation?

Berkhamsted and much of Dacorum

6. Describe the project and how the project benefits the community or residents of Berkhamsted:

As many of our volunteers are retired, one of the impacts of Covid has meant that some volunteers have either decided not to return to Open Door, following our temporary closure and re-open, and some are wary of returning for the time being, given the recent rise in Covid cases. Despite this, our project still continues to grow, as it was doing before lockdown, and members of our management team, most of whom are volunteers, are having to take on extra responsibilities. We are now looking to relieve the pressure on our team and volunteers to be able to offer our previous services (albeit in a reduced way and socially distanced) but also additional services to help with the impact of Covid-19.

We would therefore like to introduce three new part-time paid roles, each on a self-employed and short-term basis for the time being (6 months), and all of which are essential for the continuance and development of our project. This year we have conducted three surveys by various means and the results tell us that what we are doing is not only overwhelmingly appreciated, supported by and loved by our community but also needed, and with an expansion of our services requested. Over 250 questionnaires have been completed and we have them on file should you wish to view them.

The roles that we have identified as being most needed are:

- Chef/kitchen/café manager: to help with our planned café expansion and for some continuation of the free hot meals service for those adversely affected by Covid.
- Volunteer manager: our current unpaid volunteer manager is now helping with an art therapy project for which we've recently received funding from Herts Valley Clinical Commissioning Group and we would like to relieve her of the volunteer manager duties. (The art therapy service will be available for people in general, of all ages, and for those who have been affected by Covid).
- Administrator: we very much need to support the unpaid manager of Open Door as we continue to expand.

7. When do you intend to /did you start the project?

We would like to employ the new temporary staff as soon as possible.

8. Safeguarding the health and wellbeing of your group and those you are helping. Please give details of the following:

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- (i) Your procedures for ensuring social distancing:  
Not all of our activities have returned since re-opening and those that have are being kept to a minimum number and everybody on the premises is socially distanced. We take people's temperatures before they enter the building and have hand gel for everyone to use, and we wipe down with anti-bacterial wipes after each activity. At this moment quite a lot of our activities are being conducted online until it's judged to be safer for them to return to the premises.
- (ii) Your procedures/ advice to volunteers who may show signs of the virus or who have been in contact with people showing signs of the virus or who have been diagnosed with the virus:  
All our volunteers have been informed that they must let us know if they have signs of the virus or have been diagnosed with the virus and keep away from the project until their self-isolation has been completed, when they can get back in touch with us.
- (iii) Your procedures for vetting any volunteers who may have contact with vulnerable people:  
All volunteers will be DBS checked.
- (iv) If handling goods that may be passed to those you are helping, your procedures for ensuring that the virus is not transmitted in this way:  
All our volunteers wear PPE – gloves, mask, apron - and after each activity and use of the café, surfaces are wiped down with anti-bacterial wipes and crockery/cutlery is washed in our dishwasher. We also have disposable cups, plates and cutlery for anyone who would prefer this.
- (v) Please provide any other information that you think may be of help:  
From the 250+ questionnaires that have been completed this year, and the many notes and letters of gratitude that we received for the free meals project we know that we are doing the right thing for the town. The results of our surveys show absolute overwhelming support for our project but we would like to add to our services in accordance with what people have told us they would like to see. And with our new art therapy service we should be in a position to reach more people who are in need of support. As our volunteers are not in a position to provide more committed support and hours of work, the only solution is to employ people, initially on a part-time, short-term and self-employed basis.

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**9. FINANCIAL ASSESSMENT**

- (i) Estimated total cost of project (Please provide a breakdown of the total cost of your project): £7,800

Each of the following on a temporary 6 month self-employed contract, for 10 hours per week at £10 per hour – a total of £2,600 for each role  
1 x Catering/Kitchen/Café manager for our planned café expansion  
1 x Volunteer Manager to replace our unpaid Volunteer Manager who is now focusing on helping with the art therapy service  
1 x Administrator – we very much need to support the unpaid Manager of Open Door as we continue to expand.

- (ii) Funding of project – please give details of any other sources of funds/contributions:

We have applied to Herts Community Foundation for £5,000 towards the costs for these roles, and will continue to seek funding from elsewhere until we have raised the funds. If for any reason we do not raise sufficient to cover the costs we will pay for the roles from our own funds. Our income has dwindled dramatically, especially during lockdown. We do have sufficient funds to survive for some time, having received a Government grant, but will need to be able to rely on this funding during the next 12 uncertain months.

- (iii) How will costs incurred be authorised for payment and what records will be kept:

Monthly invoices will be raised by each employee, for approval by the Manager of Open Door (Joan Fisher) and referred to our accounts team member for payment. Therefore records will be kept of each payment.

- (iv) Amount requested from Berkhamsted Town Council: £1,000

10. Please give details of any reserves or savings held by your organisation, if any: Currently we have unrestricted reserves of £34,321.32

Much of this will be needed during the next uncertain 12 months and we are planning to carry out some kitchen/café improvements

11. Who should cheque be made payable to? Open Door Berkhamsted

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I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Berkhamsted Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name .....Lily Donlan.....

Signed .....

Position ...Fundraiser..... Date.....9 October 2020.....

**DOCUMENTS TO SEND WITH YOUR APPLICATION**

The following documents should be submitted with your application, if available:

1. A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date.  
**Our accounts and reconciliation are currently being produced. Our reserves details can be seen on the Excel spreadsheet along with our balance sheet for the past financial year.**
2. UP-TO-DATE statements of any investment accounts.  
**We have no investment accounts.**
3. Any other information and supporting documents that would support your application.  
**I have attached a summary sheet of thank you notes that we received from recipients of our hot meals project during the worst times of Covid.**

Please note: the payment of a grant by the Town Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Town Council.

When completed, this form together with supporting documents should be e-mailed to [townclerk@berkhamstedtowncouncil.gov.uk](mailto:townclerk@berkhamstedtowncouncil.gov.uk)

Tel: 01442 800152.