



# FELIXSTOWE

## TOWN COUNCIL

### GRANT APPLICATION FORM

<b>ORGANISATION NAME</b>	Felixstowe Area Community Transport (FACTS)	
<b>Official / Registered Address of the Organisation</b>		
The Portakabin, Garrison Lane Car Park, Felixstowe, IP11 7SH		
<b>Website Address</b>	factsbus.org.uk	
<b>Year organisation established</b>	1990	
<b>Address to which correspondence should be sent if different from above</b>		
As Above		
<b>Name of person completing this form</b>	Robert Nice	
<b>Position held</b>	Director	
<b>Daytime telephone number</b>	07787575747	
<b>Email address</b>	manager@factsbus.org.uk	
<b>What is the legal status of your organisation?</b>		<b>Please tick one of the following:</b>
a) unregistered voluntary or community organisation		<input type="checkbox"/>
b) registered Charity in England or Wales		<input checked="" type="checkbox"/>
c) waiting to be registered as a Charity		<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland		<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales		<input type="checkbox"/>
<b>Registered Charity No. (If applicable)</b>	1098025	
<b>PURPOSE OF ORGANISATION</b> <i>(Briefly describe the aims and objectives and who primarily benefits from your organisation. Please also indicate the number of paid staff and volunteers)</i>		
<p>The organisation provides affordable, accessible transport, in the Felixstowe and surrounding area.</p> <p>ALL our passengers are:- mobility impaired, older residents, unable to access other public transport through infirmity or economic means, residents of nursing homes with no alternative transport means, members of local clubs and organisations providing social and interactive skills who need specialist transport.</p> <p>We can only operate because of the free time given by our volunteers.</p> <p>We have three paid members of staff to ensure our contracted services are delivered.</p>		
<b>You should submit a copy of your organisation's constitution, rules or statement of purpose.</b>		
<b>PROJECT TITLE</b>	Renovation of Portakabin office - Stage one	
<b>Project Description</b> <i>(What will the funding be used for? Please be specific and continue on a separate sheet if necessary)</i>		

The Portakabin housing our main office, which is occupied by two full time members of staff, is at least 20 years old and would require significant works to modernise and fully refurbish it. Given the expected lifecycle of the structure and with a realistic appreciation of cost versus reward, we have recently fully renewed the roof to make the building watertight.

There are some remaining works which will enhance the working environment and improve the safety of our staff.

The interior is original and needs upgrading, repair and redecoration.

The carpets in the entrance lobby and main office are heavily stained and need replacing.

Office lighting is substandard and requires modernising.

The security of staff is a growing concern due to the isolated location of the office. CCTV cameras or an entry system need to be installed.

Further stages of renovation or replacement of the building will be dependent on our revenues increasing to allow us to commit additional funds.

Some costs may be able to be saved by carrying out some of the less skilled work ourselves.

Anticipated Start Date	Once sufficient funding is in place
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Estimated Finish Date	Within 3 – 4 months of commencement
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*Project Benefits (Explain the specific outcomes in relation to Felixstowe, its residents and visitors and how this will be measured. Continue on a separate sheet if necessary)*

The project will greatly enhance the working environment inside the portakabin to make it a more modern and pleasant setting for our staff and volunteers to work in. The lighting upgrade will conform to display screen equipment requirements – replacing current fluorescent tubes.

The addition of a CCTV system will improve the security of our building and equipment as well as providing reassurance around staff safety - particularly when lone working. We also expect it to have a deterrent effect on crime and unsocial behaviour. Incidents have been reported of vehicles using the side of the portacabin building to screen them from the road and provide cover for suspected drug dealing or other illicit activities.

The office is the hub of our business which provides has been providing accessible transport to the community for over 30 years. Without the office base for our Operations and Services Supervisors, the business would not operate effectively.

We rely more and more on grants and other funding streams in order to continue operating. This is mainly because of rising costs and regulatory restrictions on the manner in which we operate. These conditions restrict who we can carry as passengers and govern our fares which impacts profitability.

If our business could no longer operate, there are no other affordable alternatives in the Felixstowe area offering accessible transport. This ultimately could mean people lose their independence, become more isolated at home and disengaged from the community.

There is also only one commercial operator with a wheelchair accessible vehicle in Felixstowe.

Total Grant requested from Felixstowe Town Council	£2,000
Any other sources of funding for this project <i>(also include the name of any other grant funding organisations to which you may be applying)</i>	<b>Amount</b>
	£
	£
	£
	£
Total Project Cost	<b>£3729.00</b>

### **FINANCIAL INFORMATION TO SUPPORT YOUR APPLICATION**

If your accounts record an accumulated surplus, please state how much and what you plan to spend it on.

Copies of our 2021 accounts are attached.

Since these were published we have purchased another second hand minibus at a purchase price of £32,000. This new acquisition in November 2021 increased our fleet to five accessible vehicles and removed our accumulated reserves.

Operating revenues were substantially impacted as a result of the pandemic. There are early signs of a slow recovery, but they remain well below pre COVID levels. Many users of our transport have been reluctant to return to normal Activities. Many clubs and organisations are still yet to re-open.

If your organisation has financial reserves, please state how much and for what purpose(s) these are held.

As qualified above, we have very limited finances as we have made significant investment in modernising our vehicle fleet since 2017. Our passenger operations were halted and then seriously impacted owing to the national lockdowns and subsequent COVID restrictions. Our user base tends to be in the vulnerable categories and have been less inclined to venture out or resume their social pastimes.

The current reserves are needed in order to maintain the solvency of the business to cover staffing and other running costs.

Our bank account currently has a balance of £17,724 - this represents our only financial holdings.

We operate as a non-profit making organisation. We have plans for diversification and are seeking to secure additional contract work. However, in the current climate we fully expect to report a trading loss during 2021-22 and in the next financial year.

**You will need to submit your approved year-end accounts statements for the latest two financial years. In the case of a new organisation, please provide a business plan showing your projected costs and expected income for at least one year.**

Please list the amounts and dates of any previous funding received from Felixstowe Town Council

I apologise but have only just taken on overseeing the office. We have been fortunate during Covid lockdown and in the past to have received grants from the Town Council. The specific dates I do not have to hand.

## DECLARATION

Please read the Town Council's Grants Policy carefully as the conditions detailed therein will apply if your application for a grant is successful.

All successful applicants may be required to:

- Account for how the grant money has been spent
- Provide copies of all relevant invoices, receipts and purchase orders.
- Submit, within 12 months of the grant being awarded, a brief report detailing how the Grant was used.
- Acknowledge the support of Felixstowe Town Council in any relevant promotional material. This helps let people know where the Town Council's grant aid is being spent and to encourage others to apply. You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Town Council's website.

The Town Council reserves the right to attach additional conditions to your grant. Any such conditions will be explained in your notification of grant letter.

The Town Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded.

The Town Mayor and/or a representative from the Town Council may wish to visit the applicant organisation or attend one of its events.

**All decisions regarding applications are final and non-negotiable.**

*I confirm that I am authorised to make this grant application on behalf of this organisation and the information provided herein is, to the best of my knowledge, complete and accurate. I have read and understood the Town Council's Grants Policy and accept the conditions as may be attached to any funding awarded.*

Signed:

Name: Robert Nice

Date:

Felixstowe Town Council is a registered data controller. We may use the information you submit to check the accuracy of information, prevent fraud or detect crime in order to protect public funds. Where this is necessary we will comply with all aspects of the Data Protection Act (DPA).