

Mustard Seed Community Cafe

Burgess Hill Town Council Cost of Living Grant Application Form

This application form is open to community groups providing services to residents of Burgess Hill and must be read in conjunction with the Conditions of Funding that applies to Minor and Major Funding available on the Town Council website. <https://www.burgesshill.gov.uk/town-community/grants1/>

There is a limited pot of funding and applications will be considered by the Grants Awards Panel - an open Council meeting that members of the public are welcome to attend. You will be advised of the meeting date your application will be considered.

Email *

Please select if you are applying for a Grant to provide a Warm Hub in Burgess Hill or towards a food project. *

Please note these are the only two options available.

Food project for Burgess Hill Residents currently open to the Burgess Hill Pantry or Burgess Hill Community Foodbank

Warm Hub in Burgess Hill - please note this is for regular warm hubs to be set up and not a one off event. Guidance on warm hubs can be viewed here <https://www.wrccrural.org.uk/wp-content/uploads/2022/10/Warm-Hubs-Organisers-Checklist.pdf>

Name of Organisation *

Mustard Seed Community Café

Full contact details of name of person completing the application form to include a phone number. *

Gill Bradnam (Cafe Co-Manager)

Is your organisation a registered charity, CIO, CIC or constituted community group? *

- Registered Charity
- CIC
- CIO
- Constituted Community Group

How many residents of Burgess Hill would benefit from this project? *

60 people per week

Describe how the project will provide support to residents of Burgess Hill and when will it begin? *

Please note Council are hoping the projects are implemented quickly to provide support quickly to residents during the winter months of 2022/2023.

The Mustard Seed Community Café will provide a warm and welcoming space 3 times a week, with the opportunity to chat with others and have something to eat and drink. Tuesdays also cards and board games. We could also signpost people to other sources of support and have relevant information available in the café.

Thurs and Fri 10am - 2pm, Tues 10am - 12 noon.

Warm Hub Menu - free: tea, coffee, biscuits, soup and a roll, or toasted cheese sandwich. The regular café menu with associated prices would also be available on Thursdays and Fridays, giving a wider range of good value, competitively priced meals.

Our Warm Hub would be particularly significant as our community includes the ward with the highest percentage of people living in social deprivation in Burgess Hill and similarly the highest percentage of elderly residents in Burgess Hill. So a lot of people could benefit from this Warm Hub.

Our location with parking, on a main route into town, with a bus stop next to the church entrance makes our café very accessible.

In addition, we can offer wellbeing and exercise opportunities walking in the grounds - 130m straight tarmac path and over ½ a mile options on grass paths – to enjoy nature and listening to the birds.

The Warm Hub would also sit alongside our free children's activities sessions in school holidays (these sessions have been well attended, with up to 60 children per session this year and 1 or more adult with each child).

We could begin as soon as funding is in place.

NB We are looking to run weekly but not 20th Dec – 4th January.

Describe the financials of this project to include *

1. how much you are applying for?
- 2.the total cost?
3. how much of your own money will fund this?
4. are you seeking funding from other organisations?

1. how much you are applying for?

We are applying for a total of £3,660

Heating - £1,180 i.e. half the heating costs

Refreshments - £2,480 tea/coffee, e.g. soup and roll or toasted sandwich for 60 people per week

If funding allocated was less than £3,660, proportionate to the funding received, we would open 1 or 2 days, Thursday / Friday.

2.the total cost?

£4,600 This is based on current heating costs informing costs over the winter months and actual food prices, without any payment for staffing (as all volunteers).

3. how much of your own money will fund this?

£1,180 half heating costs

4. are you seeking funding from other organisations?

No

Describe the publicity plan in place to promote this project. *

We are active on Facebook and Twitter and would use those means.

Word of mouth into local community.

Posters on entrance to church building.

Burgess Hill Radio.

Posters local shops, pub and schools.

Any posters / publicity that the Council is producing.

In order for your application to be considered the following documentation must be emailed to the communityteam@burgesshill.gov.uk. *

- A copy of your organisation's Constitution, signed and dated by the Chair.
- A copy of your organisation's audited or independently examined accounts for the previous financial year.
- A copy of your organisation's MOST RECENT bank statement(s) of any current and investment accounts

Thank you for submitting your application. *

The Community Team will be in contact within two working days to confirm receipt of your application. If you have not had an email please telephone 01444 247726 and ask to speak to the Community Team.

Please read the following statement:

I declare that I have read and accept the Guidance Notes and Conditions of Funding and that I have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Burgess Hill Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

- I confirm I have read the declaration.

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