

COLGATE PARISH COUNCIL

GUIDELINES FOR GRANT APPLICATIONS

Adopted by Colgate Parish Council on 9th December 2016, revised and re adopted on 11th September 2017.

reviewed 2025

The Parish Council is able to consider small grants (up to £1000 - Under exceptional circumstances a larger grant may be available) to support local projects and organisations. These guidelines are designed to give a broad overview of what projects might attract such funding and how applications can be made.

WHAT CAN GRANTS BE USED FOR?

- Improved local infrastructure e.g. meeting places, community facilities for the benefit the parish.
- Facilities and activities targeted at young people or the elderly e.g. contribution towards the costs of new or replacement equipment that may be required to assist the group with its activities, or the costs involved in a specific activity.
- The general running costs incurred by local voluntary and charitable groups to enable them to sustain their services and activities.
- Investment in improving the local environment.
- Projects to promote the economic and commercial regeneration of the community.

WHO IS ELIGIBLE?

- Local voluntary or charitable groups based and/or working in Colgate Parish.
- Regional or charitable groups that undertake work in Colgate Parish or provide assistance to residents of the Parish.
- The work of the group should benefit some or all of the residents of Colgate Parish if the organisation is not based in Colgate.

HOW SHOULD APPLICATIONS BE MADE?

Grant applications are considered and awarded at the Parish Council meetings. The decision of the Parish Council is final.

Applicants will complete the application form and send it to the Clerk at least one week before the council meeting (no decisions are made at the Community Meeting(March) and there are no council meetings in August or December). At the next Council Meeting the grant will be decided on. A representative may be asked to attend and answer questions on the application prior to the decision being made. The applicant will be notified of the

decision in writing once the councillors have had a chance to consider the application in full.

The funds are available on a first come, first served basis. No new grants will be available until the following year once the funding has been exhausted. There will be one application per person/organisation (unless there are extraordinary circumstances).

Funds cannot be applied for retrospectively.

Terms of the Grant

Where other funding is required, the other sources must be listed and the Parish Council grant is conditional upon those monies also being available.

Cheques will not be made out to an individual under any circumstances.

The funding may only be used for the purposes set out on the grant application form.

If it transpires that the funding cannot be utilised for the agreed purpose then you must notify the Parish Council at the earliest opportunity.

If for any reason all the grant monies are not fully used then the surplus must be returned.

Confirmation in writing is to be given by the 'Project End Date' that the project has indeed been completed. The letter should verify that the funding has been used for the agreed purpose.

Copies are to be supplied of the relevant records relating to the fundraising, together with a copy of the final invoice.

Grants will only be made to organisations which are able to demonstrate sound financial management.

Are you able to reclaim VAT? If so VAT should NOT be included in the amount requested.

Please complete the following details:

1) Full name of organisation(if successful cheques will be made payable to this name) :

St Catherine's Hospice

2) Name and address of applicant including telephone number:

Jemma Byrne, Partnerships Officer

Grace Holland Avenue

Pease Pottage

RH11 9SL

Tel no. 01293 583074

3) Description of your organisations activities including how long the organisations has been existence:

St Catherine's was incorporated in 1980 and began caring for patients and families in 1983. Our expert teams deliver care at our hospice and in the community, with most people being cared for in the comfort of their own homes. Patients are referred to us by their GP and healthcare providers and our services are free at the point of access. They include:

Specialist medical care: symptom management and pain relief

Therapies: 1:1 gym-based exercise sessions and group classes

Practical guidance: welfare advice and social work

Emotional support: counselling, spiritual care and bereavement support

Telephone advice line: expert medical guidance and emotional support for patients, carers, and health and social care colleagues.

In addition, we work closely with the local NHS, sharing our expertise to inform future care delivery and providing specialist training and education to health and social care colleagues to pioneer standards in palliative care.

4) How many people are in your Organisation and how many of them live in Colgate Parish?

The number of people we support in Colgate varies each year. Last financial year to March '25, our Community Teams cared for 251 patients in postcode area RH12, and 39 received 24-hour care on our wards. We also supported 67 carers and family members. St Catherine's employ 99 full time staff and 129 part-time. Around 146 volunteers from RH12 support our charitable work.

5) What are the approximate age groups of members?

Last year, the age of our patients ranged from 103 to just 18 years old. 66% were 75 or over, and 5% were aged under 55.

6) What is the purpose of the grant? (Please give specific details)

We are kindly seeking vital funding towards the core costs of providing our hospice services for local people. This includes the services provided by our Community Clinical Nurse Specialists who visit people at home. Taking a holistic approach, they spend quality time with patients, getting to know their physical, psychological, social, and spiritual needs. They monitor and review medication, help manage symptoms such as pain and nausea, provide emotional support for loved ones and sensitively answer questions about disease progression. If further support is needed, people will be signposted to our Wellbeing services, such as therapies, welfare advice, spiritual care and counselling.

Patients receiving care in the community well enough to travel, can visit our hospice for outpatient appointments. This might include time with our clinicians and counsellors, one-to-one gym-based exercise sessions and group classes such as breathlessness support, circuit exercise and fatigue management. These services support people to live well and remain as independent as possible.

For those staying on our hospice wards specialist medical care is 24/7 and St Catherine's strives to create precious moments that make all the difference to people at the end of life. Patients might enjoy a relaxing spa bath, a movie night and a takeaway with loved ones, a visit from a beloved pet, or sipping a favourite drink in our beautiful gardens. Family and visitors are welcome to stay at the hospice, remaining close by.

One-to-one bereavement counselling and support groups are also available to people grieving the death of their loved one. One of our group sessions includes STEPS, which provides a supportive space in nature to talk about the experience of loss, alongside others who are learning to live with their grief.

Who will benefit from the improvements from the grant monies?

Local residents living with life-limiting or terminal illnesses and have complex palliative care needs will benefit, as well as their loved ones and carers. This includes patients affected by conditions such as cancer (61% of patients), motor neurone disease, heart disease, chronic pulmonary conditions and dementia.

"Without the care provided by St Catherine's I don't know how we would have coped. I would not hesitate in recommending you as an organisation, and your staff who could not have been kinder and more respectful of Dads wishes."

7) How much funding are you requesting?

£1,000

8) Have any fund-raising activities taken place in the last 12 months and if so what were they and how much was raised?

Yes, we are continuously working hard to maximise income opportunities through donations and gifts in wills, a calendar of both St Catherine's own and third-party fundraising events, our lottery, corporate partnerships and grants from Trusts, Foundations, and local Town and Parish Councils. We also have 13 charity retail shops across our catchment area and an online Ebay shop.

£100,205 in grant funding has been raised since the start of the financial year (01 Apr 25) so far.

9) Are there any fund-raising activities proposed during the next 12 months? If so, please give brief details.

We will continue with the fundraising activities listed above.

10) What income, such as membership, subscriptions or donations etc., is expected in the next 12 months? Please advise details and amounts:

We receive less than a third of our income from the NHS for our core services and rely on the enormous generosity of our supporters and community to raise around £7.5 million each year to fund our vital hospice services for local people.

11) Please provide details of anticipated expenditure during the next 12 months.

Around £12.7 million.

12) Are there any other comments you would like to make in support of your application?

We are truly grateful to the Colgate Parish Councillors for the continued support of our care, particularly over the past couple of years where you have kindly uplifted your grant donation, helping us as we navigate the most significant funding challenge in our history.

We have seen inflation soar more than 24% in the past decade and our statutory funding has increased by only 3%, despite an ageing and growing population and increased service delivery costs. Additionally, the cost-of-living crisis is impacting our community,

making fundraising more challenging.

To ensure our sustainable future, last year we announced the need to make £1.5 million in cost savings, resulting in the loss of over 40 roles, including nurses. In April, our budget faced additional pressures due to the increased rate of employer National Insurance contributions, with staff costs making up over 75% of our annual expenditure.

We have 24 individual rooms at our hospice with ensuite facilities, but sadly our occupancy is currently restricted to half of its capacity, due to these funding constraints and despite demand.

While we welcomed the £100 million government investment for UK hospices and have been grateful to receive just over £800,000 over two years - this funding is specifically restricted to facility upgrades, refurbishments, and IT improvements. Like most hospices across the country, what we urgently need is a long-term, sustainable funding model to continue providing specialist care. We are committed to working with Hospice UK, our local MP's and the media to enhance awareness of this need across our community.

With your support, local people facing the end of life can spend their precious time as pain-free, dignified, and comfortable as possible while their families feel supported, reassured and better able to cope with the demands of caring for their loved one.

13) What is the approx. project end date?

Ongoing

Please enclose with this application:

- a) Your organisations most recent statement of accounts or alternative paperwork demonstrating sound financial management which should cover an accounting period ending within the previous 12 months; and/or
- b) An up to date bank statement
- c) Quote if applicable.
- d) Any other information to support the application

Please forward the completed application form to the Clerk:

clerk@colgatefaygate.com