



Worcestershire Meeting Centres Community Support Programme - application form

Thank you for your interest in the Worcestershire Meeting Centres Community Support Programme.

Before completing this application form we recommend that you visit the following page on our website to access several documents that will help you with your application: [Worcestershire Meeting Centres Community Support Programme](#).

The website will allow you to see:

- 1) A guidance document containing definitions of some of the terminology used and details about the application process,
- 2) A pdf copy of the online application form to find out what information you will be asked to provide. This will help you to plan your application before starting this online form,
- 3) A copy of the 'Essential Features of a Meeting Centre' around which the application form is based,
- 4) Information about Meeting Centre training,
- 5) A copy of the financial forecast template.

Please note that there is limited space for each answer, so please keep your responses short and relevant.

You may also want to look at other information about Meeting Centres on [this page](#).



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IMPORTANT NOTICE

In light of the current situation regarding COVID-19, please show throughout your application that you have taken into consideration the impact that this may have on your Meeting Centre and how you plan to overcome or adapt to any restrictions that it will place on your ability to operate face-to-face sessions in a physical building.

Applicant information

1. Please provide the following information about the organisation leading this application (i.e. the organisation who will take receipt of any funding should this application be successful)

Name of organisation

Type of organisation

Charity/Company Registration Number

Correspondence address

Town

County

Postcode

Main contact

2. Please provide details about the person who is the main point of contact for this application

First name

Surname

Role in organisation

Contact telephone number

Email address

Alternative contact

3. Please provide details about an alternative person who can be contacted about this application if the main contact is unavailable

First name

Surname

Role in organisation

Contact telephone number

Email address

4. Please list the key organisations who have been involved in preparing this application or will have a role in delivering the Meeting Centre. For each organisation please provide their name, a main contact, and a brief description of the role of the organisation in this application.

Organisation 1

Organisation 2

Organisation 3

Organisation 4

Organisation 5

Organisation 6

Organisation 7

Organisation 8

Organisation 9

Organisation 10

Proposed Meeting Centre

5. Please provide the following information about your proposed Meeting Centre

Name

Location(s)

Proposed date of opening

Summary of the application development

6. Provide a **brief summary** of how this application and plan for setting up this Meeting Centre has been developed, covering the following points: Where did the idea come from? Who else has been involved with the development of the idea? What is the need in the community and in what way would a Meeting Centre meet that need? How would this complement other support?

How does the proposed Meeting Centre meet the 'Essential Features of a Meeting Centre' criteria?

Essential Feature 1: On-going regular Meeting Centre Club

7. Who is the Meeting Centre for? *(Give details of any exclusions e.g. age, stage of dementia, diagnosis of dementia)*

8. Which postcodes would you expect people attending your Meeting Centre to come from?

9. How will potential members know about the Meeting Centre and be supported to attend?

10. How many days are you planning that the Meeting Centre will be open each week?

During Year 1

During Year 2

During Year 3

11. What are the proposed daily opening times?

During Year 1 (from - to)

During Year 2 (from - to)

During Year 3 (from - to)

12. How many members (people with dementia) do you expect to attend most days?

During Year 1

During Year 2

During Year 3

13. What information have you based these figures on? (e.g. estimates from potential referrers)

14. How many family carers do you expect to attend most days?

During Year 1

During Year 2

During Year 3

15. What information have you based these figures on?

Essential Feature 2: We are in this together

16. Give details of your plans to ensure that everyone coming to the Meeting Centre will experience a warm and inclusive atmosphere.

Essential Feature 3: Adjusting to Change

17. Have those who will deliver the activities at the Meeting Centre received training from the University of Worcester on the 'Adjusting to Change' model or is this planned? *(Please give details of who has received the training and when, or when the training is planned for. More information about the training is available on the [Meeting Centre website](#))*

Essential Feature 4: Skilled and stable team plus volunteers

18. Please provide details of your 'service delivery model' and the rationale/process for this

19. Provide details of the team structure, outline job descriptions, hours to be worked

20. Give details of how many of the proposed staff team will be in place when the Meeting Centre opens and how the team will develop over time

21. How will the recruitment strategy, person specification, training (other than via University of Worcester) and other support ensure the team will be valued by the Meeting Centre members?

22. How will volunteers be recruited, supported and enabled to make a contribution to the development of the Meeting Centre?

Essential Feature 5: Meeting Centre Leadership

23. Give details of who will be responsible for leading the Meeting Centre team and describe their experience and understanding of the Meeting Centre approach

24. Give details of your plans to ensure the Meeting Centre will be delivered in an enjoyable manner with due regard for the safety and well-being of all concerned. *(Please list the relevant policies which will be put in place to ensure this)*

25. Give details of the structure and governance arrangements within the applicant organisation

26. If you are an established organisation, please provide a copy of your latest Annual Report. If you are a new organisation, please provide a copy of your Governing document/Constitution.

(If you have more than one document to upload, please see if you can combine them into a single document prior to uploading. Alternatively, please email them to meetingcentres@worc.ac.uk with the subject 'WCC APPLICATION EVIDENCE' and clearly state the name of your proposed Meeting Centre)

Please click the 'Choose file' button below and select the appropriate file to upload

Choose File

Choose File

No file chosen

Essential Feature 6: Focusses on both members living with dementia and family carers

27. Give details of your plans for ensuring that **people with dementia** will feel actively supported by the Meeting Centre and be able to attend in a safe and enjoyable manner

28. Give details of your plans for ensuring that **family carers** will feel actively supported by the Meeting Centre and be able to attend in a safe and enjoyable manner

Essential Feature 7: Programme of Activities

29. How will you ensure that the programme of activities will reflect the interests and utilise the talents of the **people with dementia** who are attending?

30. How will you ensure that the programme of activities will reflect the interests and utilise the talents of the **family carers** who are attending?

31. What are your plans for ensuring that the Meeting Centre promotes practical, emotional and social adjustments for **people with dementia**? How this will be monitored over time?

32. What are your plans for ensuring that the Meeting Centre promotes practical, emotional and social adjustments for **family carers**? How this will be monitored over time?

Essential Feature 8: Location(s)

33. Where will the Meeting Centre be located? *(Give details of the type of building etc.)*

34. How did you decide this/these were the best venue(s) and that those attending will feel comfortable about meeting there?

35. Does the venue(s) provide adequate facilities (e.g. large room, kitchen, small meeting room, disabled toilet) in which to run the Meeting Centre?

36. If you are planning to use multiple venues, please indicate how you propose running a Meeting Centre across those venues

Essential Feature 9: Community Engagement

37. Give details of your Community Engagement Event(s) (e.g. *when, who attended*)

38. Give details of your Planning/Working Groups (e.g. *how many, when, who attended*)

39. Please provide Letters of Support from organisations etc. who are signed up to support the Meeting Centre into the future. *(If you have more than one document to upload, please see if you can combine them into a single document prior to uploading. Alternatively, please email them to meetingcentres@worc.ac.uk with the subject 'WCC APPLICATION EVIDENCE' and clearly state the name of your proposed Meeting Centre)*

Click the 'Choose file' button and select the file to upload

Choose File

Choose File

No file chosen

40. What are your plans to continue to engage these organisations in the development of the Meeting Centre?

Essential Feature 10: Meeting Centres Community of Learning and Practice

41. When the Meeting Centre is open and established, will you be willing to receive visitors, share information, share examples of good practice, and attend updates and networking events?

- Yes
- No
- Don't know

If you have any comments relating to this question, please use the box below:

Essential Feature 11: UK Meeting Centres Data Collection

42. Will you be able to provide the University of Worcester with the minimum data as set out in the 'Essential Features' document?

- Yes
- No
- Don't know

If you have any comments relating to this question, please use the box below:

Financial forecasts

43. To provide your financial forecast you can **either** download and complete the template from the [Meeting Centre website](#) and upload it below using the 'Choose file' button, **or** input the information for each year in the following few questions. **You do not have to do both options.**

Choose File

Choose File

No file chosen

44. Please provide a forecast expenditure and income statement for the **first year** of operation (*Give amounts in £*)

Period covered - from/to

Venue

Meeting Centre Staffing

Other staff/management costs

Activities

Other – Promotion/Audits/Catering etc.

TOTAL EXPENDITURE

Membership contributions

Worcestershire Meeting Centres

Community Support Programme Award

Other Grants/Donations

Local Fundraising

Other (please specify)

TOTAL INCOME

45. Please provide a forecast expenditure and income statement for the **second year** of operation (*Give amounts in £*)

Period covered - from/to	<input type="text"/>
Venue	<input type="text"/>
Meeting Centre Staffing	<input type="text"/>
Other staff/management costs	<input type="text"/>
Activities	<input type="text"/>
Other – Promotion/Audits/Catering etc.	<input type="text"/>
TOTAL EXPENDITURE	<input type="text"/>
Membership contributions	<input type="text"/>
Worcestershire Meeting Centres Community Support Programme Award	<input type="text"/>
Other Grants/Donations	<input type="text"/>
Local Fundraising	<input type="text"/>
Other (please specify)	<input type="text"/>
TOTAL INCOME	<input type="text"/>

46. Please provide a forecast expenditure and income statement for the **third year** of operation (*Give amounts in £*)

Period covered - from/to	<input type="text"/>
Venue	<input type="text"/>
Meeting Centre Staffing	<input type="text"/>
Other staff/management costs	<input type="text"/>
Activities	<input type="text"/>
Other – Promotion/Audits/Catering etc.	<input type="text"/>
TOTAL EXPENDITURE	<input type="text"/>
Membership contributions	<input type="text"/>
Worcestershire Meeting Centres Community Support Programme Award	<input type="text"/>
Other Grants/Donations	<input type="text"/>
Local Fundraising	<input type="text"/>
Other (please specify)	<input type="text"/>
TOTAL INCOME	<input type="text"/>

47. Please provide a forecast expenditure and income statement for the **fourth year** of operation (*Give amounts in £*)

Period covered - from/to	
Venue	
Meeting Centre Staffing	
Other staff/management costs	
Activities	
Other – Promotion/Audits/Catering etc.	
TOTAL EXPENDITURE	
Membership contributions	
Worcestershire Meeting Centres Community Support Programme Award	
Other Grants/Donations	
Local Fundraising	
Other (please specify)	
TOTAL INCOME	

48. Please provide the total forecast expenditure and income statement for the **first four years of operation as a whole** (*Give amounts in £*)

Venue	
Meeting Centre Staffing	
Other staff/management costs	
Activities	
Other – Promotion/Audits/Catering etc.	
TOTAL EXPENDITURE	
Membership contributions	
Worcestershire Meeting Centres Community Support Programme Award	
Other Grants/Donations	
Local Fundraising	
Other (please specify)	
TOTAL INCOME	

Please give details of the assumptions for the following individual items of income and expenditure:

49. How much will members/carers be charged to attend?

50. What other funding has already been secured/offered?

51. If you have evidence of funding, please provide a copy below using the 'Choose file' button to upload a document. *(If you have more than one document to upload, please see if you can combine them into a single document prior to uploading. Alternatively, please email them to meetingcentres@worc.ac.uk with the subject 'WCC APPLICATION EVIDENCE' and clearly state the name of your proposed Meeting Centre)*

Choose File

Choose File

No file chosen

52. What gives you confidence that the rest of the funding needed can/will be secured?

53. What happens if the forecast funding is not secured or membership is less than anticipated?

54. How will you ensure the Meeting Centre is sustainable after funding from Worcestershire County Council ends?

Risk assessments

55. What do you see as the main **financial** risks and how do you plan to mitigate these?

56. What do you see as the main **non-financial** risks and how do you plan to mitigate these? For example, how do you plan to ensure continuity of support for members and family carers if you are not able to run face-to-face sessions or you are required to implement physical distancing in the Meeting Centre?

Award applied for

57. You can apply for an award of up to £60,000 towards the total eligible costs of running a Meeting Centre for the first 3 years of operation from the date of its opening. The award can be front loaded, allowing you to apply for up to 50% of the total award in year 1 and up to 33% in year 2, subject to the annual grant not exceeding two-thirds of the annual eligible costs (see examples shown in the Guidance document).

Please state the amount of award you are applying for each year, which should match your financial forecast submitted previously, and the period covered by each year.

Year 1 - from/to

Year 2 - from/to

Year 3 - from/to

Total amount

58. Please state briefly why the award is needed (i.e. what the award will enable you to do that would otherwise not be possible), and if applicable state why you have requested for the award to be front loaded.

Declaration

59. On behalf of the organisation specified in 'Applicant information' section of this application: (Please tick)

- I can confirm that the details given in this application are full and accurate, and am aware that false declarations will invalidate this application
- I do not object to the University of Worcester sharing this information with Worcestershire County Council and the six District Councils of Worcestershire plus the Independent Chair of the Assessment Panel ("the parties"). The parties agree that any data will be handled in accordance with all relevant data protection laws. No personal data will be processed for longer than is necessary for the purposes of this agreement. " Relevant Data Protection Laws" are the General Data Protection Regulation 2016 (Regulation (EU) 2016/679), the Data Protection Act 2018 and any laws that replace or amend these from time to time and any equivalent legislation of any other applicable jurisdiction and all other applicable law, regulations, guidance and codes of conduct in any relevant jurisdiction relating to the processing of personal data and privacy including the guidance and codes of practice issued the Information Commissioner's Office or relevant supervising authority from time to time.
- If the application is successful, I agree to take part in any monitoring and produce relevant data/information as requested after the grant is paid.

60. Please provide the following details to complete this declaration.

Your full name (BLOCK CAPITALS)

Your position in the organisation

Date of application

Thank you for your application. It will be considered at the next assessment panel as outlined in the guidance document and you will be informed of the decision. You may be contacted to provide further information or clarification if necessary.

Please see the guidance document on the [Meeting Centre website](#) for the dates of the assessment panels.