Name and Address of grant awarding organisation

Date / Year

Dear Trustees,

**Springfield Village Hall – Building Improvements**

We are seeking at grant of £2,500 towards our village hall improvements.

**About Us**

The Springfield Community Trust (Charity No: 11111111), was established in 1978 and took over the running of the village hall from the parish council. Our aim is to provide a modern and fit-for purpose community amenity which meets the needs of our residents and enables activities and services to efficiently operate from the building. Six Trustees run the charity and appoint a volunteer caretaker. As a pandemic legacy and to increase community involvement, we have recruited more committee members, and now have an active and enthusiastic group.

**Our Community**

Springfield village is in the Suffolk countryside between Bury St Edmunds and Newmarket. The estimated population in 2020 was 560. There is no shop, public house or other amenity and therefore, for community activities and events, particularly to address potential rural isolation, the village hall is the only option.

We have several groups that use the village hall on a weekly basis (toddler group, carpet bowls, table tennis, arts and crafts and pilates), some on a monthly basis (women’s institute, parish council) and one-off bookings and events, such as Murder Mystery evening, Charity Christmas Coffee Morning, Quiz nights and Community Bar evenings which have been well attended.

**Community Engagement**

Following the recruitment of more trustees and to match their enthusiasm and energy for community action, we set about engaging our residents to understand more about them and their needs. We also sought to stimulate new activities and identify potential leaders. We created an online questionnaire, delivered a webinar, attended existing groups to engage their beneficiaries and established 3 focus groups. We learnt that older people felt isolated and rather than a monthly coffee morning group, they wanted a weekly meeting opportunity and to also establish a regular lunch club. They also cited that toilets could be improved and become more ‘elderly friendly’. Parents whose children attended toddler group wanted to use the village hall for birthday parties, but the kitchen was not sufficient for them or an external caterer to use.

**Project: Building Improvements**

Following our research, we liaised with a local builder and investigated the toilet amenities area to discuss reconfiguring it to make better use of the space available and make each cubicle slightly larger and create another unit.  
  
We invited a local freelance caterer to visit, and we looked at the kitchen and food preparation areas and flow. We concluded that we needed a larger cooker to meet potential needs and a designated larger food preparation area all of which would meet food hygiene standards.

**Project Outcomes**

* Developing our village hall amenity so it can meet the needs of our community and increased activities programme for residents

**Project costs**

|  |  |
| --- | --- |
| **Description** | **Cost  (incl. of VAT)** |
| Reconfigure toilets, purchase and install new sanitaryware and decoration | £4,500 |
| Kitchen: install new range cooker and stainless-steel food preparation area | £3,500 |
| **TOTAL** | **£8,000** |

**Funding plan:** Target: £8,000.  
  
We have created a grants / fundraising plan that we are working towards. This includes applying to Town, District and County Councils and local grant awarding trusts and foundations. Our community fundraising campaign was launched in December and we have received some very kind donations from residents as well as through a local sponsored walk.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Grant Value  Requested** | **Comments / Secure? Y / N** | **Grant value secured** |
| Charity Reserves | £500 | Y - Committee agreed | £500 |
| Community Fundraising / Donations | £2,000 | Y – as of June | £2,000 |
| Council | £1,000 | Y | £1,000 |
| Grant Awarding Trust – 1 | £1,000 | Applied – Decision due May |  |
| Grant Awarding Trust – 2 | £2,500 | This request |  |
| Grant Awarding Trust – 3 | £1,000 | Submit request by Aug |  |
|  |  |  |  |
| **TOTAL** | £8,000 |  | **£3,500** |

Once the funding has been secured, we aim to commission the works in September and have everything installed by end October.

Our annual report can be found on the Charity Commission website, but should you want to discuss our work or even visit us, please do not hesitate to contact us.

Thank you for considering this application.

Yours sincerely

Name  
Chair of Trustees  
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