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Teignmouth Town Council GRANT APPLICATION

Please answer all questions – failure to do so may result in a delay in the determination of your application

Q1 Contact Details

Name of organisation making application: Read Easy

Torbay.....

Name of your project (if this is different):

.....

Name of contact for this application

Title : ...Mrs...First Name: Anne.....Surname: ...Taylor.....

Position held in the organisation:Team

Leader.....

....Contact Address, including full postcode:

... 18 Horse Lane, Shaldon, Teignmouth, TQ14 0BL

.....

.....Postcode: TQ14 0BL.....

Contact Telephone Number:

.....07766084212.....

Email address:

.....torbayleader@readeasy.org.uk.....

.....

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: () Charity Registration Number

Voluntary Organisation: ()

Other – Please specify: ...Unincorporated association.....

Q3 When was your organisation established?

.....29/06/2015.....

Q4 Briefly describe the purpose of your organisation.

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

...Read Easy Torbay is affiliated to Read Easy UK. Read Easy volunteer groups support local adults who want to learn to read or improve their reading skills. More than 7% of adults never learnt to read at school. Read Easy provides those who want to learn with a volunteer coach to help them, special reading manuals to work through with the coach and a place to meet. The service is free and confidential and is offered for as long as it takes the reader to progress. It is the only 1:2:1 service of its kind locally.

When Read Easy Torbay was first established it only operated in Torbay. We have established that there is a need in Teignbridge and are setting up a project to work in Teignmouth. Figures suggest that around 1000 adults in Teignmouth alone would benefit from improved reading skills. ...

.....

Q5 If you are a subsidiary of a larger organisation, please state which one;

.....Read Easy UK (registered charity 1151288)

.....

Q6 Does your organisation have an agreed constitution or Memorandum of Association?

Please state which and attach a copy:

.....Yes attached

.....

Q7 Previous Applications

If you have applied for and received funding from Teignmouth Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

.....No previous applications, this project is a new venture to establish Read Easy in Teignmouth.

Details of the project or activities you are planning

Q8 Describe the projects/activities you plan to use this grant for.

Try to be specific about what you will do and how you will do it.

.....We will train volunteers locally to coach non-readers or those with poor reading skills.

.....We will purchase coaching manuals and supplementary reading materials to be available in a public space in Teignmouth Library to be used by reading pairs.

.....We will monitor the progress reading pairs are making, we are already training a local coordinator so we are establishing the infrastructure

.....We will contact a wide range of organisations who may know of non-readers, such as GP surgeries, social prescribers, Alice Cross Centre, Volunteering in Health, Social services, primary and secondary schools.

.....
.....
.....

Please state how you have identified this need and how the project will benefit the people of Teignmouth, together with the estimated time span.

.....It is known nationally that around 7% of the adult population struggles to read and cannot access a full range of services, cannot help their children to read, miss hospital and GP appointments because they can't read appointment letters, they miss vital information on health matters such as allergens etc. This is in addition to the impact on not being able to read of employment prospects. People

who cannot read suffer multiple disadvantage in society. Teignmouth is a mixed population town with areas of high deprivation and statistically will have a high demand for the service.

That said, reaching out to people who need support is a slow process and we envisage that once established in the town we will become a permanent presence. We expect to reach adults in single figures in the first year, building on this over time.

.....The benefit to individuals and local society is difficult to quantify but is known to be life-changing as we can affirm with case studies from within Torbay....

.....
.....

Q9 What criteria will you use to measure the success of the project and how many people from the Town do you expect to benefit for the project/activity?

..... Criteria, the training of a group of coaches, say 3 in the first year.

Training of a coordinator to oversee reading pairs locally, a person has already been identified and we are training her from existing funds.

Establishment of manuals and reading materials in Teignmouth Library for use by all reading pairs.

The establishment of 3 reading pairs within the next 12 months with readers making significant progress

All of the above are measurable

.....
.....

Q10 What, if any, special safety issues are related to your project/activity?

Please provide the following information –

- i) What kind of insurance does your organisation have?Read Easy UK fully indemnifies all its volunteers
- ii) All coaches and the coordinator are DBS checked to work with vulnerable adults.....

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-
- iii) Do the leaders have the relevant qualifications and/or experience?
Team leader is trained teacher, Ofsted inspector (HMI) and has many years experience in further education working with adults.
 The local coordinator was employed within the town as a teacher until her retirement.....
All coaches are trained by Read Easy UK
 and in addition separate local training sessions are held each year.....

- iv) What policies does your organisation have in place (i.e. Health and Safety, Safeguarding, etc.)?
We are affiliated to Read Easy UK and adopt all their policies and procedures samples of which are available on request
- v)
-

Q11 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested £... 530..... and provide a detailed breakdown as to how you have reached this figure.

.....We are funding the coordinator role from reserves, so are not claiming for this.

Cost of training and DBS of each coach is £90 x 3 coaches = £270

Cost of a full set of manuals and reading books to be available for reading pairs is £150. While the reading books can be shared, each reader would need a set of the manuals so we would need 2 additional sets of manual at a cost of £55 per set.

These costs are to establish the project. Once established manuals and books can be reused a few times. All running costs such as travel costs will be covered from other sources, such as donations. We are not seeking day to day running.

Costs.....

Tell us how much money the project will cost in total: £...Estimated £1000

.....

How much money has been raised towards this sum: £...£470 from our reserves.

.....

Please list the amounts and sources of funds that you expect to receive for other funding sources.Reserves from Read Easy Torbay previous donations and grants. Over time, as we become established in Teignmouth we will attract funds as has happened in Torbay.

.....

Q12 Any other information which you consider to be relevant to your application.

.....Although we are currently named Read Easy Torbay we do expect to change our name to better reflect the wider area we are now covering. We have already set up in Newton Abbot, in the library. We have four reading pairs there which gives us confidence of the need. Because of the disadvantage that our readers suffer it is better if we can coach near to them and minimise their travel costs. Most of our volunteers give of both their time and their travel free of charge although we do offer our volunteers travel costs as we want to encourage volunteers from all backgrounds

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Q 13 Please give us your bank or building society account details

You can only apply for a grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name: ...Read Easy Torbay

.....

Sort code:20-67-19

Account number:

.....83904180.....

Bank/Building Society name:

...Barclays.....

Bank/Building Society address.....Online community account

c/o Barclays, Leicester LE87 2BB.....

Who are the signatories and what position do they hold in your organisation?

1 Name ...Anne Taylor..... Position ...Team leader.....

2 Name ...Eamon Wykes. Position ...Treasurer.....

3 Name Position

Q14 Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. You need to include these documents with this application.

Q15 Declaration

Please give details of a senior member of your organisation.

For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf ofRead Easy
Torbay.....(insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

.....Treasurer.....

TitleMr. First Name: ...Eamon..... Surname: Wykes.....

Contact address:

17 Belmont Road

Brixham.....

Postcode:TQ5 9JH.....

Telephone:07485115100.....

Signed: ...*Eamon Wykes*...[Signed Digitally]..... Date: ...11/01/2024...

Q16 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q15**

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: ...*Anne Taylor*... Date:11/01/2024.....

I agree that by completing and submitting this Grant Application Form, that the Council may process my personal information for providing information and corresponding with me but will not otherwise share that data. Specifically, I agree that the Council can keep the contact information data I have provided within the Form for the purposes of this Grant Application. Should the organisation be successful in securing a Grant this information may be kept for a period of 6 months. If however the Application is unsuccessful I would expect the Form to be destroyed as soon as the decision making process has been completed and the organisation has been advised to that effect.

I am aware that I can request that my personal information be destroyed at my request, but I accept that this may impact the communication the Council would be able to have with the organisation.

Signed.....*Anne Taylor*.....Date.....11/01/2024.....

Please return your completed application form to:

Town Clerk
Teignmouth Town Council
Bitton House
Bitton Park Road
TQ14 9DF

Telephone: 01626 242085
Email:townclerk@teignmouth-devon.gov.uk

GDPR and Data Protection

Here at Teignmouth Town Council we are committed to ensuring that your privacy is protected by adhering to the principles of the EU General Data Protection Regulation (GDPR). Should we ask you to provide certain personal information by which you can be identified for the purpose of a contract with us, signing up to our mailing list, newsletter or use of our website, then you can be assured that it will only be used for the purpose it was collected.

It will never be used by any third party for any other form of processing or marketing purposes.

Teignmouth Town Council does not pass on any of its data to third parties other than those specified to undertake the contract entered into.

Teignmouth Town Council may change this policy from time to time by updating this statement. Statement can be found at: -

[Teignmouth Town Council Privacy Notice Web Link](#)