

Community Partnerships: Outcome Proposal Form

Please ensure you answer all the questions highlighted in **LEMON** before submitting, thank you!

1. Executive Summary:

Project or Service Name: Suffolk Repair Shed	
Name of Organisation: Suffolk Repair Shed Ltd	
Community Partnership: Meltom, Woodbridge and Deben Peninsula	
Application Lead (Name): Moray MacPhail	
Contact email address: hello@suffolkrepairshed.org	
Phone number: 07305 426495	
<i>Only if different to the above:</i>	
Organisation Receiving Funding:	
Contact Name:	
Contact email address:	
Brief 1- or 2-line Description of What the Project/Service is:	Repairing, re-using, re-cycling Providing a safe and supportive space for repairers to do purposeful work
Partnership Budget Funding Request:	£2,500

2. Organisation Status:

<input type="checkbox"/> Community or voluntary group <input type="checkbox"/> Registered Charity <input type="checkbox"/> Community Interest Organisation (CIO) <input type="checkbox"/> Local Branch of a National Organisation <input type="checkbox"/> Charitable Company Limited by Guarantee	<input type="checkbox"/> CIC / Social Enterprise <input type="checkbox"/> School <input type="checkbox"/> Village Hall/Recreation Ground Comm. <input type="checkbox"/> Town or Parish Council <input type="checkbox"/> Other - please state: Company Limited by guarantee (not charitable)
If registered charity, please state number:	
If registered as a company e.g., Community Interest Company or Limited By Guarantee, please	

state number:14163703

3. Supporting Documents:

Does your organisation have the relevant policies and procedures in place? Please click in those boxes (it turns to a 'x') those which are applicable to your organisation/this project and attach copies (or give web-links) with your application submission:

Constitution / set of rules	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Child Protection Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Vulnerable Adults Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Health & Safety Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Equal Opportunities Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>

Please ensure you have attached copies or given a web-link to copies, as any funding awarded cannot be given without these. Click in this box to confirm you have: ☐ **confirmed**

If any are 'not applicable' please explain below why, as with most organisations we would expect the above to all be in place or at least be 'work in progress'. Thank you:

The only one marked not applicable is the Child Protection Policy. This because at least for the initial period of operation all members and others involved with the Repair Shed will be over 18 years of age (see the set of rules).

In other areas the policies exist, but we may not yet have appointed people to take on the relevant roles. By the time operations start we will have done so.

4. Community Partnership Priorities:

Priority(ies) the project / activity is to deliver against:	Increase community cohesion and participation by increasing the use of existing community spaces.
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5. Identification of Need:

How was the need for the activity/project identified (up to 200 words):

- Please specify if your project idea is a result of a Parish/Neighbourhood Plan, a Market Town health check, a questionnaire or another means of consultation/engagement, etc.
- You can also show need through anecdotal evidence such as ticket sales/reviews or events.

It is important your answer describes how it addresses the CP Priority(ies) you stated earlier:

Born of experience in Repair Cafes, it is clear there is a widespread demand for items to be repaired which might otherwise be discarded. By creating a space where repairers can work

together, learn from each other and engage in purposeful work, we will not only help the environment, but also address priority issues.

Repair Cafes, a smaller version of what is being proposed, have been extremely well received in the local area since they launched. The cafes are able to make repairs on typically smaller items however they lack the time, space and resource to tackle larger items. The Repair Shop would be able to achieve this whilst also supporting peoples mental health in a supportive and sharing environment.

6. When will the project start & finish:

Start Date (MM/YY):	09/22	Finish Date (MM/YY):	Assessed 08/23
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7. Project description: Please provide FURTHER details to those already stated for 'Need' (no need to duplicate), detailing planned project/activity (up to 200 words):

We need to know the following:

What you intend to do -- How you intend to do it -- How it demonstrates value for money:

The idea is that the enterprise once up and running is funded by a mixture of donations resulting from repair work and subscriptions from members who wish to make use of the facilities to do their own work.

As with the repair cafes, a significant input comes from the large pool of electrical and electronic engineers in this area at various stages of their career. That coincides happily with about half of the items which come through repair cafes being electrical or electronic.

The premises are currently equipped for metalwork, woodwork, digital printing and scanning, CAD and work with fabrics and leather. The main purpose of the funding sought here is to equip three booths with up to date equipment for electrical and electronic diagnosis and repair so that almost all items can be repaired.

At present it is envisaged that repair sessions would be held once a week, probably of an evening.

Customers would not normally come to the shed, but would drop items off at designated points. To start with it would be the repair cafes which operate locally, and other places such as local businesses.

After a year of operation an assessment will be made as to the longer term viability and also the future direction of travel.

8. What other stakeholders will be involved and how, Eg Time / Money / Facilities, etc. (if any):

Moray MacPhail will be providing a 'shed' (a professional workshop) and the use of existing tools without charge for the first year of operation. This equates to some £5-6000 over the year.

9. Costs/Funding: How will the project/activity be resourced:

<p>Please provide a breakdown of the total project / activity budget costs (add extra rows if necessary):</p>	<table border="1"> <thead> <tr> <th>Item</th> <th>Costs</th> </tr> </thead> <tbody> <tr> <td>Equipment (start-up)</td> <td>£3100</td> </tr> <tr> <td>Insurance</td> <td>£260</td> </tr> <tr> <td>Telephone/post</td> <td>£715</td> </tr> <tr> <td>Printing</td> <td>£500</td> </tr> <tr> <td>Heat/Light</td> <td>£600</td> </tr> <tr> <td>Consumables</td> <td>£360</td> </tr> <tr> <td>Training</td> <td>£400</td> </tr> <tr> <td>Misc/contingency</td> <td>£250</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td>Total</td> <td>£6185</td> </tr> </tbody> </table>	Item	Costs	Equipment (start-up)	£3100	Insurance	£260	Telephone/post	£715	Printing	£500	Heat/Light	£600	Consumables	£360	Training	£400	Misc/contingency	£250		£	Total	£6185
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<p>What grant are you requesting (ie how much)?</p>	<p>£2500</p>																						
<p>Please confirm any match-funding (if applicable) and show clearly how that is taken into account within the overall total project / activity cost:</p>	<p>For the first year Suffolk Repair Shed will be able to use free of charge the premises currently rented by Moray MacPhail and some of the equipment already there. This equates to some £5-6000 expenditure which he will incur.</p>																						
<p>If there is a funding shortfall please explain how/where that funding will be obtained and when:</p>	<p>From Member subscriptions and donations from repair work – income estimated to be around £4500 in total.</p> <p>Match funding is being requested from both the Woodbridge and Kesgrave/Martlesham Community Partnerships. The location is within the latter's area however it is a matter of a few hundred metres from the Woodbridge border. It is reasonable to assume that members, residents and items would come to the Repair Shop from both Partnership areas. Each CP is requested to fund £2,500 each.</p>																						
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secured, grant applied for, any match-funding, any shortfall:	Own Funds	£5000
	Match-Funding Secured (if any)	£2500
	Community Partnership Grant you are applying for	£2500
	Any Shortfall	£0
	Total Project / Activity Cost	£10000
Has funding already been requested or is it in the process of being requested, from another grant source offered/administered by East Suffolk Council? If so, please give details or state N/A:	Yes – £2500 has been agreed in principle from Woodbridge CP. In the above table this is counted as match funding.	
What will happen after the Community Partnership funding is spent? Please detail project sustainability and planned next steps post funding (if relevant):	After a year of operation the project will be assessed to establish viability. Like the repair cafes, the idea is to make it self-sustaining. If it proves not to be viable, the equipment bought with this grant will be donated to a local repair cafe.	

10.Outcomes:

What are the anticipated outcomes:

Outcomes are the specific changes that you want to result from the project. They need to be measurable, eg:

- *Time specific outcomes*
- *Who are the expected beneficiaries*
- *How many people do you intend to reach / give benefit to*
- *etc.*

As we go along we will be able to measure and report on

- the number of things saved from the tip
- an estimate of the emissions saved
- an estimate of the money saved for customers
- the number of repairers involved

At the end of the first year we will assess whether

- the operation can pay its way on a continual basis including rent and equipment charges.
- any new objectives should be sought
- a different legal form (eg charity or CIC) would be appropriate

soft outcomes are more difficult to measure. However, it is worth noting that the activity itself aims at a typically difficult to reach group of local residents – predominantly men in their middle/late

age. The Repair Shop would act as a point at which these people can congregate, have a purpose and maintain their health and wellbeing through physical activity and social interaction.

11. Monitoring & Evaluation:

How will you monitor and evaluate progress towards these outcomes? *Eg What information do you need to record as the project develops to track progress and take action on, if necessary?*
Please note we will send you a monitoring sheet to complete at project/service or funding end:

See answers above.

A cashflow projection has been produced which will provide one metric, but as indicated above there are others of equal importance.

12. Publicity:

How will you promote and publicise the project? We require you to acknowledge the Community Partnership funding provided by East Suffolk Council in any relevant publicity:

In the first instance to give it a soft start it will be predominantly word of mouth and the website (www.suffolkrepairshed.org). As it develops then publicity from local media (free papers, EADT, BBC) and social media (Instagram) will play an increasing role.

13. Applicant Lead Declaration & Data Protection:

The information you have supplied is being collected to allow us to process your proposal for the East Suffolk Community Partnership budget. By completing this form, you consent to East Suffolk using your information in this way. If you do not provide your consent, we will not be able to process this application. Your information will not be used for any other purpose unless we obtain your consent or unless permitted by law. Due to corporate retention requirements for financial information, your information will be retained for 7 years. Data will be processed and held securely and in accordance with the UK GDPR. Further information about data protection and the full Communities Team privacy notice can be found on the East Suffolk Website:

<https://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Communities-Privacy-Notice.pdf>

Please ensure you have answered all the questions above highlighted in LEMON before signing.

A typed, full name below will suffice as we treat this as your signature of the form. Enter your name only if you agree to be bound by the terms set out in this form:

Name of Application Lead: Moray Hugh MacPhail

Signature:

Date: 18th July 2022

The following are to be completed by East Suffolk Council Councillors only:-

14. Community Partnership Chair Declaration:

Community Partnership Chair Name(s):	
Signature(s):	
Date:	

15. Authorisation from Cabinet Member:

Cabinet Member Name:	
Signature(s): <i>(typed will suffice)</i>	
Date:	

Please submit this Outcome Proposal to grants@eastsuffolk.gov.uk

Hard copies can be submitted and returned to:

Funding Team, East Suffolk House, Station Road, Melton, Woodbridge, IP12 1RT.