

Spelthorne Borough Council
Requests for Funding from the
Green Initiatives Fund



Prior to making this application, please consider carefully the criteria below to the make sure you meet and evidence meeting the criteria below. If you do not meet the criteria your application will not progress to the Climate Change Working Group and Environment Sustainability Committee for consideration. If you require any further assistance with completing this form or would like to receive the form and guidance in an alternative format, please ask.

Your project must meet at least one of the following criteria:

The project ...

- a) Contributes to meeting the Council's climate change targets of meeting net zero in the Council estate or the wider Spelthorne community.
- b) Provides opportunities to create and support carbon sink initiatives within the Borough, including landscaping and more tree planting.
- c) Contributes towards reducing the carbon footprint of the Council's estate and the Borough as a whole.
- d) Develops opportunities to improve facilities for walking and cycling in the Borough to help reduce car use.
- e) Encourages more sustainable travel.
- f) Improves and encourages waste prevention and recycling.
- g) Meets Spelthorne Borough Council's objectives for the Environment in the Corporate Plan and complies with at least one of our key objectives.
- h) Contributes to developing opportunities for larger projects which address 'green' priorities within the Corporate Plan.

Applicants must ...

- i) Belong to an organisation that can prove financial stability over a period of time and not have any existing large balances not allocated.
- j) Not apply for multiple elements of financial support for the same objective. (Unless you are specifically requesting match funding.)
- k) Have clearly defined outcomes and deliverables for the funding requested.
- l) Address how they will monitor key performance indicators towards their goals and demonstrate how they have been successful in achieving them.

Contact details

Name and position	Helene Griffin, First Director, Creative Counsellor and Play Therapist
Organisation	Cocoon Kids - Creative Counselling and Play Therapy CIC
Charity CIO number (if applicable)	Community Interest Company Number: 13262252
Address of organisation	71 Arnold Road Staines Middlesex TW18 1LY
Location services will be provided or project will take place	Spelthorne: outreach at local schools in Spelthorne, and Hounslow borough border (Feltham); also, at 71 Arnold Road (above)
Contact phone	xxxxxxxxxx
Contact email	contactcocoonkids@gmail.com

Your Project

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success.

Please provide as much detail as possible here including who are your stakeholders, where and how the funding will be spent. Please detail the importance of this and why you believe this funding will contribute positively to mitigating or adapting to climate change. Please refer to our Corporate Plan and aims and detail which one/s your proposal supports.

You can also submit additional information to support your application by email.

Considerations	Response
Aims and Project Objectives	We're Cocoon Kids - Creative Counselling and Play Therapy CIC, a Spelthorne-based lived-experience, social enterprise therapeutic service set up in the pandemic specifically to support local disadvantaged families with their mental health and wellbeing. Our community are local Priority families ('vulnerable'/'hard to reach'): disadvantaged families on low

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<p>Corporate Priority Alignment</p>	<p>incomes/benefits/social housing, typically on Child Protection plan, criminal justice system, social services.</p> <p>We're mindful of saving items from landfill/saving costs/resources. We use recycled/repurposed resources/materials, e.g. bubble wrap, packaging paper, packaging materials, and source other resources from Scrap Store, Wandsworth for free as members, and locally from e.g. Next Door and Olio (local freebie/swap sites) – local families now save play kit/art resources and have large clear outs so we can re-use these. We also use regional and national ones, e.g. Global Chain, Warp It, Collecto and In Kind Direct, as they have surplus, donated and free items. We use cello 100% biodegradable bags for small resources we sell to raise funding for sessions, e.g. fidgets.</p> <p>This funding request is specifically so that we can purchase a larger cargo e-trike and a spare battery, as we have some hills we travel up - so, free from parking restrictions, fossil fuels, driving licence and road tax.</p>
<p>Business justification provided and options considered including. - Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding</p>	<p>Our reasons for applying include:</p> <p><u>Increased productivity/service expansion</u></p> <ul style="list-style-type: none"> • We provide term-time days and evening therapeutic outreach sessions in schools and/or family's homes, as well as telehealth (zoom and phone) in the school holidays and evenings. • This e-trike will considerably increase our productivity, and service - we'll reach more families, and save time and money as at the moment it's not easily possible to get to multiple locations in the same day. • We're regularly/weekly in 6 different schools, and have social services contracts - this'll let us reach the 7th and 8th school, which has requested sessions for vulnerable children and young people, e.g. Looked After children. • As an example, we provide longer-term fully-funded sessions to children who are on a Child Protection plan and are at risk of care at Ashford Church of England Primary school. But, we can't currently extend this to meet the demand for other children because of pre-booked late afternoon telehealth sessions, as we have to factor in the length of time that it takes to travel back by foot or public transport. • We've had to change from face-to-face sessions to telehealth sessions for children at Chennestone and Beauclerc Primary School, because of the constantly

	<p>increasing cost of travel and the time that it takes by public transport (1 and a half hours plus). If we e.g .used an Uber cab, the cost has increased to over £14 one direction, so this is not sustainable as it reduces the number of fully-funded sessions we can offer.</p> <ul style="list-style-type: none"> • Although we have some funded sessions by schools and social services (where they don't meet our criteria). Schools and organisations regularly share that they don't have the additional budget for these sessions. • There is excessive demand following Covid-19 etc. and each child or young person is on an ever-growing CAMHS list. • This funding allows us to prioritise other funding and grants on providing further sessions where families could not ordinarily afford or access them. <p><u>Clean travel, lower impact to carbon footprint</u></p> <ul style="list-style-type: none"> • It'll reduce our use of car/taxi, bus and train travel, and lower our travel costs - meaning more of our funds can be used to cover our fully-funded sessions. • It'll also reduce emissions and our carbon footprint, and also combat climate change. • It'll reduce any potential Ulez expansion costs – meaning we can provide further fully-funded sessions with the surplus saved. • We'll use it to carry our heavy play and creative resources, such as sand, orbeez, toys and arts and craft, and small world kit to sessions and each child, as well as each young person's Resource Packs (these now need to be individual because of Health and Safety/Covid-19). • We'll also use it to transport our stock items for sale, e.g. Play Packs/other sensory regulatory resources. • It'll protect our kit, so reducing overheads from cost-of-living crisis and Covid-19 increases - it'll lessen e.g. rain/physical carrying by hand damage to resources/kit/stock we sell to schools/school fairs/families to raise additional funds from sales (Play Packs). <p><u>Environmental considerations:</u></p> <ul style="list-style-type: none"> • We buy resources/surplus from In Kind Direct – who have donated stock from shops and companies • Our kit includes a significant number of donated resources/toys/art/craft materials etc. from Olio, Next Door, Globe Chain, Warp It, Collecto.
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	<ul style="list-style-type: none"> • Local families collect larger quantities of toys and have bigger clear outs, so that we can collect in one trip by car, and/or we collect items by foot where we can. • We get additional free recycled items from Scrap Store, Wandsworth as members – we go by train to reduce footprint, as it's accessible from Clapham on foot. • We predominantly provide outreach sessions in community locations/nursery/schools/organisations locally. We also provide sessions in families' homes, as many of our families have reduced mobility through long-term health conditions, e.g. COP lung disease, and/or no car, so they rely on public transport themselves. <p><u>Buildings/sites:</u> Schools etc. outreach – age varies. We have regular allocated room spaces for our use within schools. We're in discussion to have a permanent space with one of the schools that we're in frequently (and with local services for a shared space). We'll park in the car park at the front/locked inside gates. Use – education establishments own spaces.</p> <p>Homes outreach – social housing/insecure housing (our families are disadvantaged, low incomes, benefits), condition varies, but most are maintained well by social housing/council.</p> <p>Main building – circa 1948, new insulation, double glazed, main door thermal curtain, new gas central heating boiler circa 2020 /checked yearly, rented/secured tenancy, with garage</p> <p><u>Operating hours:</u> Main - 8am – 7:30pm, Monday – Friday (some weekends/ and later evenings, where families can't make sessions/meetings in the daytime) Schools – varies, but typically 8am – 6:30pm Homes – as above</p>
<p>How will you measure success?</p>	<p><u>Measurement:</u></p> <p>We'll measure the number of journeys used on e-trike versus alternative transport (private car, cab/uber/bolt, train, bus) over 3 months, 6 months, 9 months, 12 months (and beyond) For Helene Griffin - it's expected that 95% of journeys will be conducted by the e-trike - We'll tally/measure the cost savings of this versus previous year transport by e.g. train, private car, bus, uber/cab etc. We anticipate that this cost will be reduced by 95% with 5% exceptions, as noted above, because of e.g. cost for transport in snow where/if e-trike can't ride on this.</p>

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	<p>Our productivity will increase - we'll be able to provide sessions (typically in a different outreach school than we could previously)</p> <p>Our productivity will increase - journey times will decrease in comparison to using e.g. public transport, due to using e-trike for journeys</p> <p>Journeys by public transport take average of 1+ hour each way x 2 = 2+ hours per day:</p> <p>typical example, 30 min to walk to train station/plus 30 minute to walk from train station and same time duration for reverse journey;</p> <p>or 20 minutes to walk to bus stop and wait ten minutes for bus, 30-minute journey, 20 minute to walk from bus stop to outreach, and same time duration for reverse journey</p>
<p>Indicative Timeframes</p>	<p>Delivery dates: May 2023 - May 2024 (& beyond)</p>
<p>Risks</p>	<p>Support from Spelthorne is required as: We're unable to fund the full cost. Our other grants are restricted to: covering running our sessions and have e.g. travel amounts specified in bid/service provision for sessions. We're beyond Covid-19 grant/deadline for e-bikes.</p> <p>If no Spelthorne funding: we'll continue with current travel arrangements - train, bus, uber/cab, private car. This'll continue to increase our: Carbon footprint, local environment impact, travel costs/Ulez costs, travel times/wasted travel hours have on our outputs and results.</p> <p>Major risks or issues if no funding from Spelthorne: It will increase the impact of our service on the local and wider environment and on our services users (many with, e.g. COPD, asthma). NB. We will reduce impact by choosing train over bus/uber/private car where possible.</p> <p>Consequence of reduced Spelthorne funding: We will need to fundraise to find shortfall/gap from not receiving total We may not be able to purchase an e-trike because of additional cost.</p> <p>Effect reduced level of funding has on outputs and result: Action if grant is refused: we may not be able to go ahead, or proceed over a longer timescale/only if able to secure other grants.</p> <p>We have a Health and Safety Policy and a Risk Policy which we follow.</p>

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	<p>We have full Insurance, including Liability that covers £5m public liability, which we update yearly as required. We have a Business Plan, that is up-to-date and updated as necessary as we develop.</p>
<p>Stakeholder Identification</p>	<p>Our stakeholders are: children, young people, parents and carers and any school or organisation referrer.</p> <p>Before incorporation, we surveyed our local community and the schools and organisations that I have links with through previous work as a qualified teacher and HLTA (in both Spelthorne and Feltham, Hounslow border schools)</p> <p>We monitor our efficacy with our stakeholders regularly. We use anonymous surveys. Start and ending monitoring forms and ongoing assessment and feedback, as well as meetings.</p>
<p>Roles & Responsibilities</p>	<p><u>Governance - 4 directors.</u> NB. No one is a Person with Significant Control:</p> <p>Helene Griffin, fully-qualified BAPT and BACP counsellor/therapists and qualified teacher, full up-to-date Enhanced DBS – runs and oversees organisation; 1st point of contact/co-ordinates sessions, governance etc.</p> <p>Antonia Mills, Teaching Assistant, up-to-date Enhanced DBS – governance and occasional/voluntary Therapy Admin within organisation (e.g. for our successful Children In Need furniture and other resources application forms), some contact with families through (e.g. school fetes to sell Play Packs etc.)</p> <p>Kelly Gaskell, NHS Speech and Language Therapist, up-to-date Enhanced DBS - governance (not child or young person or family facing in this role)</p> <p>Martin Griffin, Software Developer – governance (no contact with child, young people or families)</p> <p><u>Therapists:</u> Helene Griffin is the main Creative Counsellor and Play Therapist. Sophie Cowderoy is a soon-to-be-qualified trainee Play Therapist from Roehampton University, who also provides therapeutic sessions. Two new volunteer therapists - starting June</p> <p><u>Volunteers</u> (NB. not child, young people of family facing; have up-to-date DBS): AAT Accountant - 1</p>

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	<p>Chartered Accountant - 1 HR – 2 (starting June) Funding/bid writer – 1 Copywriter – 1 (starting June)</p>																				
<p>Communication Plan</p>	<p>Our Business Plan includes our Communication Plan, and is up-to-date and updated as necessary as we develop.</p> <p>We have a shared Google-Drive, and separate dedicated gmail accounts for families (who self-refer/or are referred), and for other stakeholders, e.g. nursery/school/college referrers, social services and other organisations.</p> <p>We have frequent feedback and regular face to face meetings with our stakeholders (both families, and referrer organisations (as above) and share, review and update our Communication Plan through this.</p> <p>Please ask if further details are required.</p>																				
<p>Amount of funding applied for from Spelthorne</p>	<p>£5,876</p> <p>This is to enable us to purchase 60% of the EAV cargo e-trike. To view this quote online, please see: https://in.xero.com/Y96DDJ8NICDqSbmDIZmE0FOhzaYmhHC1p9cgr8eY</p> <p>NB. We are not purchasing the additional battery, as this was not awarded by LoCase (see below)</p> <table border="1" data-bbox="470 1299 1388 2004"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>Unit Price</th> <th>VAT</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>EAV Chassis (incl. 40-mile battery) - Refurbished</td> <td>1.00</td> <td>8,000.00</td> <td>+ 20%</td> <td>1,600.00</td> </tr> <tr> <td>2Cubed Box (side entry and shelves) - Refurbished</td> <td>1.00</td> <td></td> <td>Included with above package</td> <td></td> </tr> <tr> <td>Full vehicle branding - Discounted Rate</td> <td>1.00</td> <td>550.00</td> <td>+ 20%</td> <td>110.00</td> </tr> </tbody> </table>	Description	Quantity	Unit Price	VAT	Amount	EAV Chassis (incl. 40-mile battery) - Refurbished	1.00	8,000.00	+ 20%	1,600.00	2Cubed Box (side entry and shelves) - Refurbished	1.00		Included with above package		Full vehicle branding - Discounted Rate	1.00	550.00	+ 20%	110.00
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Funding agreed from elsewhere	Other funding: We've been successful in our application to LoCase for this project. We've been awarded: £4,584.00
Please identify where services will be delivered	Spelthorne: outreach at local schools in Spelthorne, and Hounslow borough border (Feltham); also, at 71 Arnold Road
How have you identified the need for carbon reduction or environmental improvements ?	<u>Reducing contributing negative impact of our essential travel to health of our service users</u> <ul style="list-style-type: none">• Lowers our negative impact on the local environment and families'/own health through limiting emissions, as well as through being a positive advocate and role model.• Many of our families have multiple physical health difficulties (as well as mental health), e.g., Asthma, COP lung disease and use mobility scooters.• Many of our children and young people are Young Carers for their parents and carers too, and/or have respiratory difficulties and illness that means frequent hospitalisation themselves.

Reviewing the application

Once applications have been received, they will be reviewed to ensure that they meet the criteria.

Where applicants do not meet the criteria, they will be told that their application cannot be taken further and signposted to other potential financial support available for what you are trying to achieve.

If it is obvious that an error has been made and crucial information has mistakenly been omitted, and where we are able, we will endeavour to contact you to give you the opportunity to provide the missing information.

It is important to note that unfortunately meeting the criteria does not guarantee you will receive funding from the Green Initiatives Fund. Applications received and those evidencing that they meet our criteria will be considered by the Climate Change Working Group who will then recommend those to go to the Environment and Sustainability Committee for formal approval.

In exceptional cases we may ask you for further information or clarification during the Climate Change Working Group's consideration of your application. The

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Environment and Sustainability Committee has the final say. We are required to follow this process as we are using public money and need to follow due process.

The final decision and payment

The Climate Change Working Group may decide to recommend to the Environment and Sustainability Committee:

- a) That your organisation gets awarded the full amount applied for.
- b) That your organisations receive an award for a lower amount than applied for.
- c) That your organisation has been unsuccessful for the current year.

Contact details S.Muirhead s.muirhead@spelthorne.gov.uk