

Spelthorne Borough Council

Annual Council Grant
Application Form
25/26



Thank you for your interest in applying for a Spelthorne Borough Council Annual Grant. Prior to making this application, please read the guidance provided and make sure you meet and can evidence meeting **all** the criteria. If you do not meet the criteria your application will not progress to panel consideration.

Please submit this form by 12 December 2024

If you require any further assistance with completing this form or require the form and guidance in an alternative format, please contact Chris Norrington c.norrington@spelthorne.gov.uk or call 01784 446 208

The criteria that you **MUST** satisfy are:

- a) You are applying on behalf of a voluntary or charitable organisation. We also consider applications from not-for-profit organisations.
- b) The organisation is located in Spelthorne and/or you provide services for people in Spelthorne.
- c) You support Spelthorne Borough Council's vision and comply with at least one of our key priorities.
[Putting our residents at the heart of everything we do - Spelthorne Borough Council](#)
- d) You are not applying for salary costs for your Chief Executive.
- e) Your organisation is financially stable but is also not carrying large reserves.
- f) You must not be applying for multiple financial support for the same objective. (Unless you are specifically requesting grant match funding).
- g) You have clear outcomes for the additional funding applied for.
- h) You need to be able to monitor your performance towards your goals and demonstrate how you have successfully achieved them.
- i) That you have been able to flex and adapt your service provision, or would be able to, as a response to emerging need.

Contact details

Name and position	Tracey Carter
Organisation	Spelthorne Business Forum CIC Ltd
Charity number (if applicable)	

Address of company	Spirit House, 8 High Street, West Molesey, Surrey, United Kingdom, KT8 2NA
Where will your service be provided	In Spelthorne
Contact phone	07919075092
Contact email	tracey.carter@sbfbiz

Financial status:

Please provide your last set of audited accounts (if possible, for the previous year). If you are a small community group that does not need to produce audited accounts, please provide your treasurers accounts. Accounts are required for us to verify that your organisation is financially able to deliver what you are applying for. Please note that these will be treated in the strictest of confidence.

Please provide details of all funding that you have applied for, for the year 2025-2026. Please include any applications you have made for funding that remain pending, along with those refused, agreed or agreed in part. In addition, if you have been advised that an offer of match funding has been made, please include that in the table below.

Other grant or applications for financial assistance for the year 2025-2026

Organisation applied for, for funding	Reason for grant application	Grant application amount	Current status of application
None			

The Aims of your organisation:

It is extremely helpful for the Grant's Panel to know about your organisation. How, why and when it was set up and for what purpose. What are your key objectives and how have these changed?

When was your organisation set up?	SBF have been in existence for over 15 years. It has been a CIC since 20 September 2018
If you have charity status, when was it awarded?	We are a Community Interest Company
Why was your organisation created?	<p>Our mission is to help bring economic stability and prosperity to Spelthorne by providing a platform to deliver a range of benefits to our members including networking, support, workshops and mentoring.</p> <p>We exist to make Spelthorne a great place to do business</p>
What are you aiming to achieve?	<p>Our aim is to be the voice of Spelthorne businesses with local and central government, champion the innovative and create an environment where businesses can thrive. We have created a vibrant and connected business community that rivals that of any Surrey borough. Through our events, newsletters and partnership work we aim to continue being the leading voice for business in Spelthorne.</p>
How do you measure success?	<p>We measure our success by the number of subscribed members (currently 1004), the number of events we deliver (at least 10 per year) and the e-newsletters sent sharing business news and updates (at least one per month).</p> <p>It is estimated that the number of members based in Spelthorne is around 70%.</p> <p>It is hard to be exact as many businesses may be registered outside the Borough (ie with an Accountant) whilst trading in the borough. We also have a large number of partner organisations who offer support services to Spelthorne based businesses as part of our membership. Our new web launch in 2025 will allow us to collect more in depth data to allow us to be more accurate regarding membership location.</p>

Previous Year

Have you received a grant from Spelthorne Borough Council in the financial year 2024/25?	YES
If YES, how much was this grant for?	£10,000

Please provide a detailed report that clearly demonstrates what your objectives were, how you matched the grant funding to the objectives, did you meet your objectives and how did you measure your success? (there is no word limit).

Strategic Statement & Priorities

The first priority was to increase our membership by increasing our engagement with business owners and employees across Spelthorne and create a reputation as a trusted and influential local business support organisation.

The goal was to increase the membership above 1000 members through company engagement via events, workshops, forums and social media posts.

We believe our diverse membership across many sectors, industries and professions gives us the opportunity to create a reputation as the leading conveyor and connector in the Spelthorne Business community.

We also understand that with the rapidly changing economic landscape with Covid 19 and Brexit and the cost of living crisis we need to engage and attract a more diverse membership from all ages and sectors to ensure we are truly representative of all businesses in the area.

This was done through monthly events, e newsletters and partnership working with other business support organisations and corporate partners.

Our strategy states that the SBF will be an important partner to Spelthorne Council in its economic recovery plan and must align its strategy to support the Councils objectives to ensure the best outcome for its members and local businesses.

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Your application:

Submission deadline: 12 December 2024: 1700

Committee Date: 16 January 2025

Council Date: 27 February 2025

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

Please provide as much detail as possible here including who are your beneficiaries/key service users and where and how your service will be provided.

Please detail the importance of this and why you believe this service to be necessary. Please refer to our vision and aims and detail which one/s your service supports.

Amount of grant applied for from Spelthorne Borough Council.	£10,000
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Funding agreed from elsewhere.	None
What will our funding enable you to deliver? This needs to be a detailed description of how the grant money matched against objectives will be spent (specific projects or initiatives).	<ol style="list-style-type: none"> 1) Support the funding of two part time members of staff. 2) Deliver a minimum of 10 Business Networking events plus special Social events including the Riverboat Cruise, Summer Social and Christmas Social. 3) Send monthly e newsletters to members with the roundup of latest news and events
How have you identified the community need?	Through over 15 years of engagement with the local business community working in partnership with Spelthorne Council to help deliver support to businesses through some of the most challenging economic circumstances.
Please show how this meets Spelthorne's values and priorities Putting our residents at the heart of everything we do - Spelthorne Borough Council	Our strategy states that the SBF will be an important partner to Spelthorne Council in its economic recovery plan and must align its strategy to support the Council's objectives to ensure the best outcome for its members and local businesses.
Please identify where services will be delivered.	In Spelthorne
Please identify who your key customers are.	Businesses in Spelthorne
How will you measure success? Please provide detail on targets you will set and how you will measure the effectiveness of your activities.	<ol style="list-style-type: none"> 1) Increase our membership by 5% (currently 1004 members) 2) Send 12 e-newsletters and maintain an open rate and click rate above the national average. 3) Hold a minimum of 10 networking events plus 2 special events with a minimum of 20 attendees at each networking event and 30 attendees for each special event.

	4) Send an annual business confidence questionnaire asking where they need support and what more the SBF can do.
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Safeguarding

Does your organisation work with either children and young people or adults at risk?

No (delete as applicable)

If yes

***Please attach details of your safeguarding arrangements/policy/procedures and**

***Details of your process for undertaking Disclosure and Barring (DBS) checks (if necessary)**

Sustainability

If your application is successful, we may ask you to engage with the Council Climate Change & Sustainability specialists. They will share information about support available to you to become more sustainable. Please indicate that you are happy to engage with our climate change and sustainability specialists

*Yes

Reviewing the application

Once your application has been received, it will be reviewed to ensure that it meets the criteria.

If the application does not meet the criteria, the application will not be taken further. We will endeavour to signpost you to other potential financial support available.

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

It is important to note that meeting the criteria does not guarantee that you will receive a grant. Spelthorne Borough Council receive numerous applications from worthy organisations and with regret we cannot offer grants to all. The applications received within the specified time limit and those evidencing that they meet our criteria will be considered by a panel.

In some cases, the grant panel may ask you for further information or clarification. The panel does not have the final say and makes recommendations to be considered by Committee and then approved by Council in its February meeting.

The process takes several months. We are required to follow this process as we are using public money.

The final decision and payment

The panel may decide to recommend to Committee:

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

Where we are unable to provide you with any grant funding, or in some cases, a smaller amount than you applied for, we will endeavour to signpost you to other potential funding sources to help you achieve your outcomes. In the cases of a partial award, we will ask you to review what is achievable with the smaller amount of funding awarded.

We will write to you with the decision at the end of February / beginning of March 2025. It is hoped that the funding will be paid into the relevant account by the start of the financial year.