



## Standard application form

### Section 1 - Your organisation and contact details

#### Organisation name and address details

Name of your organisation

The Bridge for Heroes

Address of your organisation

Street

52a South Clough Lane

Town/City

King's Lynn

County

Norfolk

Postcode

PE30 1SE

Website

[www.thebridgeforheroes.org](http://www.thebridgeforheroes.org)

Telephone

01553 760230

Email address

[helen.taylor@thebridgeforheroes.org](mailto:helen.taylor@thebridgeforheroes.org)

#### Main contact person

These are the details that will be used for correspondence purposes

Title

Mrs

Surname

Taylor

Forename(s)

Helen

Position in organisation

HQ Manager

Daytime phone

01553 760230

Home phone



Email

helen.taylor@thebridgeforheroes.org

☒ Use organisation's address for correspondence

## Second contact

Please provide details for a second contact who is willing to be contacted regarding this application if the main contact cannot be reached

Title

Mr

Forename

Gordon

Surname

Halewood

Position in organisation

Deputy Chair of Trustees



Email

ghalewood@sky.com

## Organisation start date

Please estimate if exact date is not known - please select earliest date if your organisation predates the options given

Month

09

Year

2010

## What type of organisation are you?

Please select as many as appropriate

☒ Registered charity 1138136☒ Company limited by guarantee 07096496☐ Unincorporated club or association☐ Community interest company

☐ Charitable Incorporated Organisation

☐ Other

## Purpose of organisation

Please tell us briefly and in your own words what your organisation was set up to do, and what your main activities are

The Bridge for Heroes (BFH) provides a single point of access, free 'no appointment needed' drop-in facility in King's Lynn, offering confidential support for all members of the Armed Forces Community. The BFH delivers high quality support in the areas of mental health and wellbeing, loneliness, isolation, depression and the early identification of PTSD. It also provides information, advice and guidance in areas of finance, accommodation, employment and relationships. This support is delivered through one to one sessions, respite, and group therapy focusing on building resilience and promoting independent living.

## Staffing and volunteers

How many of each of the following are involved in the organisation?

Full time staff / workers	4	Part time staff / workers	0
Management committee	9	Volunteers (excluding management committee)	30

If your organisation has a membership, please tell us how many members you have

Members (excluding management committee)

## Income of your organisation

Please complete the questions below without including £ or commas in your figures (e.g. 1000 not £1,000)

Total income in the most recent accounting year  
137560

What are your organisation's current unrestricted reserves?  
64000

## Banking details

Please provide details of the organisation's bank account

[REDACTED]

[REDACTED]

[REDACTED]

How many signatures are required to authorise payments from the organisation's account?

2

**Names of signatories, and their roles in the organisation**

Steve Russell - Chair of Trustees  
Gordon Halewood - Deputy Chair of Trustees  
Mike Taylor - CEO  
Sharon Doyle - Bridge Centre Manager

## Section 2 - About your project

**Which Fund are you applying to?**

Tell us which Norfolk Community Foundation Fund you would like to apply to - please make sure you have read the guidance for the Fund you have chosen

Borough Council Revenue Grant (BCKLWN)

**Project details****Project name**

Project 'Trigger'

**Project / funding start date    Project / funding end date**

01/09/2019

29/02/2020

**Which local authority will the activity take place in?**

King's Lynn and West Norfolk

**Which area/s (estate, town, village) do most of the people who benefit come from**

King's Lynn and West Norfolk

**Please provide a postcode which represents the geographical area you will benefit**

PE30 1SE

**What would you like to do with the grant you are applying for? Please describe your planned project/ activity AND tell us how this fits with aims of the Fund you are applying to.**

The planned 6 months project would enable the BFH to run monthly guided reminiscing sessions at our core hub the Bridge Centre. The sessions would focus on Operation Banner, one of the longest continuous deployments in British Military history where the majority of the combat arms of the British Armed Forces would have had one or more tours in Northern Ireland between 1969 and 2007. A qualified reminiscing practitioner would run the sessions and also train volunteers to gain skills in enabling beneficiaries to share their stories through specific military resources. Over the 6 months, resources, stories, anecdotes and memories will be collated and put together for a public exhibition to be viewed during February and after the grant funding has finished (Easter and summer holidays). The exhibitions will aim to bring generations together to aid understanding of the lives and experiences of the British Armed Forces in Northern Ireland.

**How do you know that this project is needed, and that people in your community want this service/ activity?**

One of the biggest problems we see concerning our beneficiaries is loneliness and social isolation, with many stating that they find it hard to open up and talk about their experiences. The BFH has been able to offer an environment where beneficiaries feel safe to discuss their thoughts and feelings with like minded people. It has been evidenced that guided reminiscing sessions encourage individuals to actively engage and interact with others, enabling people to 'travel in time and history' from the comfort of their armchair. English Heritage believe that 'history is one of the greatest gifts we can pass on to the next generation', as it shapes who we are. The majority of our beneficiaries have completed at least one tour of Northern Ireland and it is important that their stories and experiences are recorded and passed down from generation to generation, telling the history of families, our communities, region and country. It is essential that we do our bit to ensure that their stories, events and experiences are remembered.

Think about what will happen after this project/funding ends - do you see your project progressing, or is it a one-off activity? If your grant helped you buy equipment or repair a building, what are your plans for longer term maintenance?

The plan entails holding at least two further public exhibitions, one in the Easter holidays and one in the Summer holidays.

We believe that Project Trigger will be a great success and will be seeking further funding to continue running the project on a much larger scale incorporating different themes and topics depending on our beneficiaries experiences.

## Ownership and permissions

Please complete this section if you are applying for funds to carry out building or ground works, including repairs and improvements, or installing permanent fixtures such as play equipment

Does your organisation own the building/ land in question?

If NO, please tell us who owns the site, and how your organisation has responsibility for it - for example if you hold a lease please tell us how long is remaining on the agreement

n/a

Does your project need any permissions to proceed? For example planning or change of use permissions, a faculty or similar - if YES please provide details below and send evidence that this is in place along with your completed application

n/a

## Project budget

Tell us about the costs of your project - to complete this section please enter figures without including £ signs or commas (e.g. 1000 not £1,000)

How much money are you applying to us for?

2307

What is the total cost of the project?

2307

If you are not asking us to fund the full project cost, how much has been raised so far?

Please give details of the other funding raised/ expected towards your project - this may include sums from your organisation's savings, other grant applications or local fundraising

We are looking to secure funding for the Bridge Centre where Project Trigger will be run, from the Veteran's Foundation for 3 years running costs and ABF, RNRMC and RAFBF for rent costs.

## Staff costs - people who will be paid to help deliver your activity

Please provide a breakdown including salary/ hourly rate, number of hours etc.

Requested amount	Breakdown
1055	Planning: 3hrs = £54
Total cost	Putting Trigger box of resources together 5 hrs x 1 month = £90
1055	Running monthly guided reminiscing sessions (plus setting up/clearing away) 3 hrs x 6 months = £324
	Write up stories/ photocopy photos from reminiscing sessions 3 hrs x 6 months = £324
	Put public exhibition together 5hrs =£90
	Travel expenses 64 miles per month x 6 @ 45p per mile = £173

## Volunteer costs

For example, volunteer expenses and training

Requested amount	Breakdown
162	Training to gain skills in guided reminiscing: 9 hours over 3 months
Total cost	
162	

## Operational/activity costs

For example, hiring a venue or providing activities or transport for participants

Requested amount	Breakdown
560	Refreshments and light lunches: £210
Total cost	Exhibition display materials and printing costs:£150
560	Resources/artefacts: £200

## Office, overhead, premises costs

For example, paying for utilities or a contribution to administration/ management support

Requested amount	Breakdown
480	Organisation, planning & monitoring of the project: 2 hrs x 6 months = £240
Total cost	Reporting & budget monitoring of whole project: 12 hrs = £240
480	

## Capital costs

Items you will buy, for example materials or equipment, or cost of paying a person or company to carry out building works or install play equipment - please note quotes/ estimates should be provided

Requested amount	Breakdown
Total cost	

## Publicity costs

Costs of promoting your project, for example printing leaflets or posters, or improving your website

Requested amount	Breakdown
50	Advertising the sessions - printed flyers
Total cost	Advertising the Public Exhibition days - printed flyers
50	

## Section 3 - Impact

### How your project will make a difference

We collect information that will show the benefits of your project, and what has changed in your community as a result of your work

Which category best describes the impact your project will have?

Advance people's physical and mental health, wellbeing and safety

What positive changes would this grant make to the lives of people who will benefit from your project? Aim to provide a few short statements that will help us understand the benefits of your work

Many of our beneficiaries experience loneliness and social isolation and will benefit from actively engaging and interacting with their peers whilst talking about common experiences

Please explain how you will measure and report on the positive changes you aim to make with your project

We use our in house monitoring and recording system which assesses individuals well-being before and after an activity or set of activities. We would use this system and gather at least two case studies to show the impact that the guided reminiscing sessions have had on those who attend.

### Beneficiaries

How many people will benefit from this funding?

4045

Please tell us how you have estimated this figure - for example, it may be based on the numbers currently taking part in activities, or the number of people expected to access your project

The pilot reminiscing sessions that we have held in the past have had between 8 and 14 beneficiaries in attendance. From our data collected over the last few years we have an average of 10 new beneficiaries each month. From these numbers and the knowledge that a high proportion of the beneficiaries we have already supported over the years have carried out at least one tour in Northern Ireland, the demand to join a guided session will be high and would therefore need to set a booking system to make sure different beneficiaries attended each session.

Primary beneficiary - select a single option to represent the main beneficiary group for this grant

People with mental health issues

Please list any other beneficiary groups who will benefit from your grant

- |   |  |
|---|--|
| <input type="checkbox"/> Black, Asian and minority ethnic                   | <input type="checkbox"/> Carers                                      |
| <input type="checkbox"/> Children and young people                          | <input type="checkbox"/> Ex-offenders/offenders/At risk of offending |
| <input type="checkbox"/> Families/Parents/Lone parents                      | <input type="checkbox"/> Homeless people                             |
| <input type="checkbox"/> Lesbian, gay, bisexual and transgendered groups    | <input type="checkbox"/> Local residents                             |
| <input type="checkbox"/> Long-term unemployed                               | <input checked="" type="checkbox"/> Men                              |
| <input type="checkbox"/> Not in education, employment and training (NEET 16 | <input checked="" type="checkbox"/> Older people                     |
| <input type="checkbox"/> People with alcohol/drug addictions                | <input type="checkbox"/> People in care or suffering serious illness |
| <input type="checkbox"/> People with learning difficulties                  | <input type="checkbox"/> People with low skill levels                |
| <input type="checkbox"/> People with multiple disabilities                  | <input type="checkbox"/> People with physical difficulties           |
| <input type="checkbox"/> People living in poverty                           | <input type="checkbox"/> Refugees/asylum seekers /immigrants         |
| <input type="checkbox"/> Victims of crime/violence/abuse                    | <input type="checkbox"/> Women                                       |

## Ethnicity

Primary ethnic group - please indicate the ethnic group that will mainly benefit from this grant

White British

Please list any other ethnic groups who will benefit from your grant:

- |  |   |
|--|---|
| <input type="checkbox"/> African                 | <input checked="" type="checkbox"/> All ethnicities   |
| <input type="checkbox"/> Any other               | <input type="checkbox"/> Asian and Asian British      |
| <input type="checkbox"/> Asian and White         | <input type="checkbox"/> Bangladeshi                  |
| <input type="checkbox"/> Black African and White | <input type="checkbox"/> Black Caribbean and White    |
| <input type="checkbox"/> Black and Black British | <input type="checkbox"/> Caribbean                    |
| <input type="checkbox"/> Chinese                 | <input type="checkbox"/> Chinese or other group       |
| <input type="checkbox"/> Indian                  | <input type="checkbox"/> Mixed                        |
| <input type="checkbox"/> Other Asian             | <input type="checkbox"/> Other Black                  |
| <input type="checkbox"/> Other Mixed Ethnicity   | <input type="checkbox"/> Other White                  |
| <input type="checkbox"/> Pakistani               | <input type="checkbox"/> White                        |
| <input type="checkbox"/> White East European     | <input type="checkbox"/> White Gypsies and Travellers |
| <input type="checkbox"/> White Irish             |   |

## Issues

Primary issue - select a single option to represent the main issue that will be addressed by this grant  
Health, wellbeing and serious illness

Please list any other issues that will be addressed by this grant

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Arts, culture and heritage               | <input type="checkbox"/> Anti-social behaviour                    |
| <input type="checkbox"/> Bullying  | <input type="checkbox"/> Caring responsibilities                  |
| <input type="checkbox"/> Stronger communities/Community support and devel    | <input type="checkbox"/> Counselling/Advice/Mentoring             |
| <input type="checkbox"/> Crime and safety                                    | <input type="checkbox"/> Disability and access issues             |
| <input type="checkbox"/> Domestic violence                                   | <input type="checkbox"/> Economy                                  |
| <input checked="" type="checkbox"/> Education, learning and training         | <input type="checkbox"/> Employment and labour                    |
| <input type="checkbox"/> Emergency/Rescue services                           | <input type="checkbox"/> Environment and improving surroundings   |
| <input type="checkbox"/> Financial exclusion and financial illiteracy        | <input type="checkbox"/> Gangs                                    |
| <input type="checkbox"/> IT / Technology                                     | <input type="checkbox"/> Harmful practice                         |
| <input type="checkbox"/> Homelessness  | <input type="checkbox"/> Housing                                  |
| <input checked="" type="checkbox"/> Language, culture and racial integration | <input checked="" type="checkbox"/> Mental health                 |
| <input type="checkbox"/> Offending/At risk of offending                      | <input type="checkbox"/> Poverty and disadvantage                 |
| <input type="checkbox"/> Refugees/Asylum/Immigration                         | <input type="checkbox"/> Religion                                 |
| <input type="checkbox"/> Renewable energies and recycling                    | <input checked="" type="checkbox"/> Rural issues                  |
| <input type="checkbox"/> Sexual abuse  | <input checked="" type="checkbox"/> Social inclusion and fairness |
| <input type="checkbox"/> Sport and recreation                                | <input type="checkbox"/> Stigma/Discrimination                    |
| <input type="checkbox"/> Substance abuse and addiction                       | <input type="checkbox"/> Supporting family life                   |
| <input type="checkbox"/> Violence and Exploitation                           |   |

## Age groups

Please indicate the age group that will mainly benefit from this grant

Adults (26-65)

Please list any other applicable age groups for your grant.

- |   |   |
|---|---|
| <input type="checkbox"/> Early years (0-4)        | <input type="checkbox"/> Children (5-12)      |
| <input type="checkbox"/> Young people (13-18)     | <input type="checkbox"/> Young adults (19-25) |
| <input checked="" type="checkbox"/> Seniors (65+) | <input checked="" type="checkbox"/> All ages  |

## Section 4 - Supporting information and declaration

### Supporting documents

To complete your application, you are required to submit supporting information that provides evidence of how your organisation is set up, and details of your project.  
In most cases we require:

A copy of your group's constitution or governing document

A copy of your most recent annual accounts (or current financial statement if your organisation has been operating for less than 1 year)

A copy of your equal opportunities policy/ statement

A copy of a recent bank statement

Depending on your project, you may also need to submit:

A copy of relevant safeguarding policies, if your project involves work with children and/ or vulnerable adults

Copies of quotes, estimates or other evidence of costs if applying for funds to pay for equipment, building works, training or external services (eg. web design)

Evidence that planning permission/ other relevant permissions are in place

You are welcome to submit any other information that you feel supports your application.

### Upload your supporting information

If you have electronic copies available, your documents can be uploaded by following the 'Add Document' link below which will guide you to the Attachments upload function at the end of this form. Please then upload the documents as prompted. You will need to upload one document at a time, and enter a name for each - for example 'Constitution July 2000'. You can upload as many documents as you need to.

If you prefer to send some or all of these documents separately by post or email, please ensure that all the information required is submitted to Norfolk Community Foundation quickly, and by the deadline for your chosen Fund - clearly stating the name of the organisation and the Fund you are applying for. We will not be able to process incomplete applications.

[Add document](#)

### Declaration

Please confirm that you accept the following conditions:

1. I am authorised to make this application on behalf of the organisation and certify that all information is correct to the best of my knowledge.
2. If any of the information provided changes I shall notify Norfolk Community Foundation as soon as possible.
3. I give permission for Norfolk Community Foundation to record the information provided in this form electronically and to contact the person/s named by telephone, e-mail or post in order to process this application. Read our Privacy Notice at [www.norfolkfoundation.com/privacy-policy/](http://www.norfolkfoundation.com/privacy-policy/)
4. I understand that the information given in this application form will be shared with the fund holder and/or their appointed representatives who will form the decision-making panel.
5. I understand that decisions made by the appointed decision-making panel are final.
6. Any grant awarded will be subject to terms and conditions that must be accepted prior to the payment of the grant and must be adhered to throughout the grant term.

Please tick this box to confirm that you have read and understood the above conditions:

☒ Yes

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How did we do?

We value your feedback - if you would like to, please tell us what you think

How did you find the application form?

Easy to complete no problems

If you would like to leave any further comments please use the box below