



Area Partnership Funding Proposal Form



Before completing this form, please ensure that:

- ❖ You read the appropriate Area Plan prior to submitting your request.
- ❖ You select the appropriate Area Partnership(s)
- ❖ You complete this form fully. We will only consider the information contained within this form.
- ❖ If any changes occur after you send in your application, you must notify the Area Manager.

Area Partnerships

Please indicate the area where people will benefit from this proposal by selecting the box(es) next to the appropriate Area Partnership(s)

REFERENCE NO (Internal only):

All Area Partnerships (please use the links below)	<input type="checkbox"/>
Dunbar and East Linton (Please click on the link to view the Area Plan)	<input type="checkbox"/>
Fa'side (Please click on the link to view the Area Plan)	<input type="checkbox"/>
Haddington and Lammermuir (Please click on the link to view the Area Plan)	<input type="checkbox"/>
Musselburgh (Please click on the link to view the Area Plan)	<input type="checkbox"/>
North Berwick Coastal (Please click on the link to view the Area Plan)	<input type="checkbox"/>
Preston Seton Gosford (Please click on the link to view the Area Plan)	<input checked="" type="checkbox"/>

Organisation Information

1. Details of Organisation

Name: Port Seton Centre Management Committee

Address: Port Seton Centre, South Seton Park, East Lothian

Post Code: EH32 0BG

Daytime Telephone No: 07342480927

Mobile No: 07342480927

Email: pscentremc@gmail.com

Website Address (if applicable): www.portsetoncentre.org.uk

2. Main Contact for this Application

Name: Sandra Bell

Position Held: Chairperson

Address (if different from above):

Post Code:

If this person has specific communication needs, please provide details:

Daytime Telephone No: 07971362945

Mobile No: 07971362945

Email: sandra.bell_pscmc@outlook.com

3. Type of Organisation			
Community Group	<input type="checkbox"/>	Public Sector	<input type="checkbox"/>
		Voluntary/3 rd Sector Organisation	<input checked="" type="checkbox"/>
Other (Please Specify):		Charity No: (if applicable): SC041476	
4. What is the main aim, objectives and activities of your organisation?			
Max 500 Words			
<p>The provision of educational and recreational facilities and the Committee of educational and recreation programmes with the object of improving the conditions of life for the people of Cockenzie and Port Seton</p> <p>To promote active citizenship and community development through volunteering and participation in the Centre's programme with the object of reducing inequality, social isolation and improve community infrastructure and resilience</p>			
5. Title of Project Proposal and Project Summary max two lines (to be used in publicity)			
Time for sign - Provide introduction to British Sign Language (BSL) sessions delivered by a recognised BSL training provider to increase communication with those with hearing difficulties.			
6. Project Outcomes			
Please identify up to three outcomes you will achieve from your project.			
Outcomes are the difference your project will make			
i.e. 10 young people will be able to access a sports bursary scheme which will develop their skills and/or improve their wellbeing			
20 vulnerable people will receive meals and befriending which will reduce their social isolation			
Outcome 1			
Those attending will have a better understanding of challenges faced by the deaf or those with hearing impairments which will improve communication skills			
Outcome 2			
More people will have the basic skill to communicate with deaf people or people with hearing impairments reducing isolation and promoting inclusion.			
Outcome 3			
Attendees will have gained a certificate of attendance on completion of the sessions improving confidence.			
7. To which of the Area Partnership Plan priorities does your proposal contribute? Please outline how your application will address inequalities?			
Max 400 words			
Theme 2 Community-minded.			
An introduction to BSL will give people more compassion and understanding towards people with hearing impairments and deafness. The course will also empower those attending to assist people with hearing impairments within the community i.e. in shops or engaging with the community.			
Theme 3 Fair			
Being able aid communication and communicate with the deaf or those with hearing impairments will reduce anxiety and isolation and increase inclusion.			

8. How does your project support communities recovering from COVID?

Max 200 words

Promotes inclusion and reduces isolation through inclusion.

9. How does your proposal help meet the East Lothian Plan outcomes?

[\(Please click on the link to view the East Lothian Plan 2017 - 27\)](#) [Summary of East Lothian Plan 2017-27](#)

Theme - Prosperous

Outcome 1.1: East Lothian people are working, are free from in-work poverty and are able to develop and improve their work skills

Outcome 1.2: Local businesses are thriving and the business base is expanding.

Outcome 1.3: People and businesses in East Lothian have better access to digital infrastructure and the digital skills they need.

Theme - Community-minded

Outcome 2.1: East Lothian has strong resilient communities where people respect and support each other.

Outcome 2.2: East Lothian People can live affordably and contribute to a thriving community life in a high-quality environment.

Theme - Fair

Outcome 3.1: We tackle the causes and effects of poverty in East Lothian and we reduce the gap between the richest and the poorest people.

Outcome 3.2: People in East Lothian are enjoying healthier lives.

10. Proposal Description

❖ What evidence do you have that demonstrates the need for this proposal [click to see Area Partnerships](#)
How the local community has been involved in the development of this proposal?

Max 100 words

Various members of the community have said they would like to learn BSL to help them communicate with people with hearing impairments, young and old.

Individuals who are deaf or have hearing impairments have said how isolated they can often feel due to people not understanding how to communicate to them effectively.

❖ How will you ensure that this proposal reaches those in your community who need it most?

Max 100 words

It will be opened up to general public and we are looking to hold more than one course so they can be ran at different times i.e. one course in the evening and the other course during the day.

❖ How will you promote and publicise your proposal?

Max 100 words

Through social media, posters, gp surgery, contacting community groups.

❖ How will this proposal be sustained, if applicable?

Max 100 words

N/A

❖ What the funding will be used for i.e. what you intend to do, where it will take place and which other organisation(s) would be involved, if applicable?

Max 100 words

The funding will go towards Deaf Action running at least 2 deafness awareness training and basic sign language training courses in Cockenzie/Port Seton but will be opened up to the PSG area.

11. How will you monitor, measure and evaluate the proposal outcomes?

11.1 How many people will

a. directly benefit from the funded project?

Children	Unknown	Young People	Unknown
Adults	10+	Elderly People	Unknown

b. indirectly benefit from the funded project? (i.e. families members or wider community)

Children	Unknown	Young People	Unknown
Adults	Unknown	Elderly People	Unknown

11.2 How will you evaluate and measure the impact for local people? (e.g. what evidence will you gather?) – [Click here](#) for Evaluation Support Scotland website

Feedback from participants after the course through an evaluation sheet.

11.3 How will you know the outcomes have been achieved? (e.g. the difference you want to make?)

Outcome 1:

Participants will have completed the course

Outcome 2:

A certificate will be given to participants who have attended

Outcome 3:

BSL techniques will become visibly integrated into

12 What are your key milestones or indicators of success? (e.g. what do you plan to do and when?)

Indicator of success will be when there are individuals completing the programme and others are starting.

13 When will it happen?

Expected Start Date:
(Month/Year)

October 2023

Expected End
Date: (month/year)

October 2024

Finance

14. Amount Requested

£750

15. Total Cost of the Proposal

Unsure as still awaiting costings.

16. If you have secured or requested any other funding for your proposal, please provide details

Funder	Amount	Confirmed/Pending - decision date
	£	

	£	
	£	
	£	
	£	
	£	

17. Please provide a breakdown of the expenditure to be incurred on this proposal.

Items to be purchased or activity to be supported with workings i.e. 10 pots of paint £2 x 10	Supplier	Cost
Unsure as still awaiting costings from Deaf Action per course.		
Total Cost of Proposal:		£

18. Governance/Supporting Documents (If you are an existing group/charity or organisation).

Please tick the box(es) below to indicate that you have included the following documents with your completed Funding Proposal Form. (Please refer to guidance note before completing this question)

Most recent Annual Accounts

Most recent Bank Statements for all accounts (past 3 months)

Does the organisation have a bank account with at least 2 unrelated signatories Yes No

Constitution, Memorandum or Articles of Association

Equalities policy/statement or your commitment to equalities?

If you are a new group or just forming, please provide some information about your organisation. (This could include a letter of support from a constituted body such as community council, trusts, charities, schools, church, TRA's etc.)

Other supporting documents (if applicable) – :

Declaration

❖ I/we confirm that the information set out in this Funding Proposal Form, any appendices and any enclosed accompanying documents are correct.

❖ I/we confirm that if funding is awarded, the funds will be used in accordance with the purposes set out in this proposal.

❖ I/we confirm if there are any significant changes to the proposal or the project/initiative, the Area Manager will be informed immediately.

❖ I/we confirm that any funds not used for the purpose outlined in this proposal will be returned immediately to the Area Partnership.	<input checked="" type="checkbox"/>
❖ I/we agree to provide an interim report on the agreed date(if required)	<input checked="" type="checkbox"/>
❖ I/we agree to provide an end of project monitoring and evaluation report, including a financial report, within 2 months of project completion date. Future funding will not be considered from organisations who have outstanding evaluation reports.	<input checked="" type="checkbox"/>
❖ I/we confirm that staff or volunteers delivering this proposal are registered with the Protecting Vulnerable Groups Scheme if applicable? Click here for link	<input checked="" type="checkbox"/>
❖ I/we confirm that the employer will be responsible for all staff employment rights associated with this proposal and not East Lothian Council and/or the Area Partnership.	<input checked="" type="checkbox"/>
❖ I/we confirm that the employer will meet IR35 requirements https://www.gov.uk/guidance/ir35-find-out-if-it-applies	<input checked="" type="checkbox"/>
❖ I/we confirm that the host organisation delivering this proposal or any part of it has adequate insurances (e.g. Employer, Public liability and/or Professional indemnity insurance as appropriate).	<input checked="" type="checkbox"/>
❖ I/we confirm that we meet relevant responsibilities under the General Data Protection Regulation click here and Data Protection Act 2018 click here	<input checked="" type="checkbox"/>
Signed: <u>Sandra Bell</u>	Print Name: <u>SANDRA BELL</u>
Designation: <u>CHAIR PERSON</u>	Date: <u>19.08.2023</u>
Applicant or on behalf of the organisation requesting funding	
Signed: _____	Print Name: _____
Connected Communities Manager	Date: _____
When completed please email this form to: areapartnership@eastlothian.gov.uk	