

## **Herefordshire Council Repair Café Grant Funding Scheme Application Form Guidance Document**

This document aims to provide you with some support in completing the application form for the repair café grant funding scheme. Please also refer to the scheme information leaflet.

If you are unsure about any section of the form please do contact Craig Cornish, Waste Transformation Officer Herefordshire Council on [craig.cornish@herefordshire.gov.uk](mailto:craig.cornish@herefordshire.gov.uk) or 01432 260 570.

### **Section 1 – Contact details & background**

#### **1.1 – 1.2**

Please complete the required sections to provide us with information about your organisation.

#### **1.3**

Describe your organisations main purpose. What are the organisations aims. Please provide links to a website if you have one.

#### **1.4 – 1.5**

What area of the county do you cover, and where is the proposed location of your repair café.

### **Section 2 – Project Purpose**

In this section we would like to know more about your project and your plans.

#### **2.1 – 500 Word Limit**

The aim of this grant funding scheme is to establish new repair café across the county. In this section we would like you to explain what the need for a repair café is in your community and how your project would address this need.

If you already run a repair café please explain how the funding will allow you to offer additional repair options to your community.

If anyone with your project has any previous experience of running a repair café please detail in this section.

#### **2.2**

In this section please provide us with information on what you will be spending your grant funding on and how this will help you establish your repair café. Please refer to the grant funding leaflet for more information on eligible expenses.

#### **2.3**

Please complete the Project Costs tab in the excel spreadsheet provided (Appendix 1). If you're unable to complete the spreadsheet please provide a breakdown of cost in another format.

For any single item over the value of £250 please provide 2 quotes where ever possible.

**2.4** Please let us know if you have applied for any funding for the Repair Café, and confirm when you expect to hear a decision.

## **2.5 – 500 Word Limit**

A core aim of the project is to create repair café that can be long term assets to their community and the county.

With this in mind it is vital that repair café become financially self-sustaining. Please detail your plans for doing this. Think about accepting donations for repairs, tea & coffee sales, sponsorships and further funding opportunities.

## **2.6**

This section is designed to get you thinking about your project outcomes as you progress the project. We are happy for you to start small and develop. So think about what items you might have the skills to repair in session one and how you might expand this by later sessions. What types of repairs will your café undertake? Please refer to the guidance for examples.

This will help you identify what success looks like for your project.

## **2.7**

Please complete the outcomes tab on the excel spreadsheet (appendix 1).

This section is design to get you to think about your project and its outputs. There are guidance notes on the spreadsheet.

Please give consideration to the frequency of repair sessions, estimated visitor number, number of repairs, and then the associated income and expenditure from each session.

If you are applying to be a new Repair Café please your baseline figures are likely to be nil, however if you are an existing repair café please input your current number of visitors.

To complete this section you can consider the catchment area of your venue, advertising reach, number of volunteers, and what has been achieved at other repair café.

Please remember we are happy for you to start small and grow.

## **2.8**

Please consider what items you will be able to repair at your repair café. Use this section to highlight and particular skills that volunteers may have if you have volunteers already. Think about how you can recruit volunteers with the required skills.

## **2.9**

Repair cafés are excellent community ventures. Please think about your organisation position in the community and how you will work to further the repair café for the benefit of your surrounding residents. How will you link with other organisations to further the aims of the repair café project and meet needs within your community?

## **2.10**

Please complete the Promotions tab on the excel spreadsheet (appendix 1). This is designed to make you think about what advertising and promotions you may need for your repair café.

## **Section 3 – Management, monitoring and evaluation**

### **3.1 – 3.4**

Please complete the relevant sections.

### **3.5**

Please list key activities for your repair café and the dates you expect these to be achieved by.

### **3.6**

Please provide evidence of how you will insure your repair café?

### **3.7**

Please consider this question in light of your responses to section 2.6 and the stated outcomes within the Grant Information Leaflet.