



**MAIN GRANTS PROGRAMME**  
**(for applications to a maximum value of £2,500)**  
**APPLICATION FORM**

|                                  |                          |
|----------------------------------|--------------------------|
| Name of organisation             | Neston Repair Cafe (NRC) |
| Official address (if applicable) |                          |

|           | First contact | Second contact |
|-----------|---------------|----------------|
| Name      | Tim Ankcorn   | Fiona Matthews |
| Position  | Organiser     | Administration |
| Address   |               |                |
| Telephone |               |                |
| Email     |               |                |

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| Does your organisation have a bank account with a minimum of two signatures?<br><i>Grants will only be awarded to organisations with a bank account.</i> | YES | We will have one – see timeline. |
|                                                                                                                                                          | NO  |                                  |

| Registration status (if applicable)    |  |
|----------------------------------------|--|
| Charity Commission registration number |  |
| Companies House registration number    |  |

| Your organisation                                                                          |                                                                                                                                                                                                                                                                                                                                                                                   |
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| What does your organisation do?                                                            | Once a month, the Repair cafe will open and Volunteer Repairers will provide simple repairs on household items including electrical appliances, clothing, toys, mobile/tablets, bikes etc. Should the repair be one that needs a more expertise, we will signpost CH64 residents to a local business with good reviews.                                                           |
| How does your organisation benefit the local community? Please include a specific example. | Benefits of Repair Cafe <ul style="list-style-type: none"> <li>• People can have simple repairs completed on house hold items, electrical appliances, mobile/tablets , toys, clothing, clocks and bikes for free. This saves money for the residents and the Local Councils/Planet (CO2, resources and waste disposal)</li> <li>• Community over a cup of tea and cake</li> </ul> |

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|                                                                                                                                 | <ul style="list-style-type: none"> <li>• Local businesses signposted for complex repairs</li> <li>• Skills shared and learnt between volunteers in other local Repair cafes in Birkenhead and Chester.</li> </ul> <p><b>Case study from our experience volunteering in the local community.</b></p> <ul style="list-style-type: none"> <li>• Single mum with three children</li> <li>• Vacuum cleaner broken</li> <li>• Purchase of a new vacuum cleaner would have put her in financial hardship</li> <li>• It was possible to repair the vacuum at low cost (&lt;10% of new purchase cost)</li> <li>• She was able to clean the house the same day</li> </ul>     |
| How many people benefit directly from the work of your organisation (itemise numbers of members, volunteers and service users)? | <ul style="list-style-type: none"> <li>• Other repair cafes complete between 30-40 repairs per session over 12 x 3 hour sessions = <b>360- 480 people receiving repairs</b></li> <li>• Our sessions will build up to: <ul style="list-style-type: none"> <li>○ Volunteer repairers = <i>8 people</i></li> <li>○ Welcome and session organisation staff = <i>3 people</i></li> <li>○ Tea/coffee &amp; cake staff = <i>2 people</i></li> </ul> </li> </ul> <p><b>13 volunteers x 12 session = 156 volunteer hours per year.</b></p> <p><b>TOTAL 360 – 480 repairs for the residents of CH64 area, plus 13 volunteers offering 156 hours of community service.</b></p> |
| What activities, events or services has your organisation provided in Neston during the last 12 months?                         | <p>This is a new organisation starting in January 2027.</p> <p>However, several of the organising group are involved with local community groups including:<br/>Koala<br/>Neston Community Cybercentre<br/>Age Matters.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| What activities, events or services does your organisation plan to provide in Neston for the next 12 months?                    | <p>The Repair Cafe will open in January 2027 in the Post Office part of the Town Hall. This will consciously demonstrate our idea of a circular economy, as hopefully Neston Town Council will support this funding and we will be repaying the Town Council via our rent.</p>                                                                                                                                                                                                                                                                                                                                                                                      |

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|  | <p>We plan to open the Repair Cafe every 3<sup>rd</sup> Saturday afternoon of each month. Volunteers will be recruited from the CH64 area or other Repair Cafes. We already have 10 people expressing interest in volunteering for the Repair Cafe.</p> <p>We hope to have a list of local companies that will be interested in the more complex repairs and who deliver excellent service.</p> <p>Each session will have admin volunteers logging the reason for the visit, the outcome from the repair as well as the numbers of people attending the session.</p> <p>All attendees will be welcomed for a cuppa, a cake and a chat, including people without a repair.</p> <p>If possible we will refer individuals to other CH64 community projects who provide different support.</p> |
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| Your project                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Project title                                                                                                                                                                         | Neston Repair Cafe (NCR)                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Amount requested                                                                                                                                                                      | £2468                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Project start date<br><i>The project start date must be later than the meeting at which your application is to be considered. It is not possible to award grants retrospectively.</i> | 1 <sup>st</sup> December 2026<br>We will have a bank account in place then and a constitution in line with the Charity Commission (in case we decided to register as a charity in the future) and standing orders                                                                                                                                                                                                                                                     |
| Project end date                                                                                                                                                                      | We plan to continue to operate after this start up funding. Funds will be raised to continue the Repair Cafe through donations from CH64 residents using the Repair cafe and other grant funding, if necessary.                                                                                                                                                                                                                                                       |
| Describe your project                                                                                                                                                                 | <p>We are hoping to rent the old Post Office Space at the front of the Town Hall Post Office and seating area. The Town Hall is in a central position in Neston and has car park in Sainsbury's. The Town Council are deciding on the rent level.</p> <p>We will open once a month on the 3<sup>rd</sup> Saturday of every month for three hours:<br/>           Half an hour to set up<br/>           2 hours Repair Cafe<br/>           Half an hour to Pack up</p> |

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|                                          | <p>Each session will remind Repairers about Health and Safety issues.</p> <p>Many Volunteer Repairers will bring their own tools in but the Repair Cafe will buy a set of basic tools to ensure that financial issues do not stop people volunteering.</p> <p>Attendees will be welcomed in and the repair required logged and each person will be given a queue number.</p> <p>Whilst they are queuing, a cuppa, a cake and a chat will be available for everyone</p> <p>Each person is called over in order of repair logged and the Volunteer repair will identify fault and fix it if possible. All electrical items will be PAT tested for safety before being signed off.</p> <p>Each attendee will hand in their sheet to Admin Volunteer which will identify the fix and we will ask what could be done better.</p>                                                                                                                                                                                                                                                                            |
| List the main objectives of your project | <ul style="list-style-type: none"> <li>• <b>Reduce Waste:</b><br/>People can have simple repairs completed on house hold items, electrical appliances, clothing, clocks and bikes for free, <ul style="list-style-type: none"> <li>○ Saving the residents money</li> <li>○ The CH64 area (reduce amount thrown out at the waste disposal centre and help reduce the planet's CO2):</li> </ul> </li> <li>• <b>Build Community:</b><br/>Reduce loneliness and social isolation for CH64 residents, by providing a cup of tea/coffee, cake and a chat, in a safe, welcoming, and social environment, whilst they wait for their repair to start.<br/>Signposting to other local community organisations can be done whilst the chatting goes on.</li> <li>• <b>Skill Sharing:</b><br/>Teach visitors practical do-it-yourself (DIY) and do-it-together (DIT) repair techniques so they can fix things independently in the future.<br/>There are many Repair Cafe fixing manuals available for reference.<br/>The Repair Cafe will purchase as set of the most commonly used tools etc so that</li> </ul> |

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|                                                                                                                                                                                                         | <p>finance is not a barrier to Volunteering as a Repairer.</p> <ul style="list-style-type: none"> <li>• <b>Promote Sustainability:</b><br/>Support a circular economy through repairing items and reduce the need to purchase new products, which reduces the demand for new raw materials.<br/>Renting from the Town Council and repaying our rent to the Town council.<br/>The Repair Cafe will also keep a log of the numbers of items mended throughout the year.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Explain how each main objective will be achieved.                                                                                                                                                       | Please see above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Provide a timeline for implementation of your project.                                                                                                                                                  | <p>September/October 2026</p> <ul style="list-style-type: none"> <li>• open bank account</li> <li>• write the Constitution and Standing orders</li> <li>• produce login system and how to record evaluations</li> <li>• Talk to Neston High School for links to Duke of Edinburgh and see if pupils would like to use the Repair Cafe for their community module. We need help with graphic design and social media</li> </ul> <p>November 2026</p> <ul style="list-style-type: none"> <li>• re-visit old Post Office to plan the layout for the Volunteer repairers and the cafe</li> <li>• write the risk assessments</li> <li>• buy basic equipment and storage boxes</li> </ul> <p>December 2026</p> <ul style="list-style-type: none"> <li>• Marketing and social media</li> </ul> <p>January 2027</p> <ul style="list-style-type: none"> <li>• Gentle opening of the Repair Cafe</li> </ul> |
| Detail the evidence that proves why this project is needed.                                                                                                                                             | We live in a throw-away society and we want to demonstrate that a simple repair is cheaper than buying a new item. It saves on waste going to the recycling centre and reduces the CO2 levels and reduce the use of more raw materials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Please demonstrate how the people who will benefit from your project, with lived experience of the issues tackled, have been involved in its development and how they will be involved in its delivery. | <ul style="list-style-type: none"> <li>• Our case study on Page 2 demonstrates the effectiveness of a repair.</li> <li>• We have had Volunteer Repairers approach us to add their names to our list, who love the idea.</li> <li>• We have visited Chester and Birkenhead Repair Cafes and they report they are busy and feel there is a need for this service</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| What difference will your project make to the lives of the people who will benefit from it and how will you measure its legacy?                | <p>People will, in most cases, go home with an item that works, or will work once a spare part is ordered.</p> <p>We will carefully log what items come in and how many are repaired.</p> <p>We also hope to refer people onto other local community services such as:</p> <ul style="list-style-type: none"> <li>• NCYC Out of hospital service</li> <li>• Age Matters - Blue Badges and Attendance Allowance</li> <li>• Neston Cybercentre - help with mobiles, tablets and computers</li> <li>• Koala- supporting local families in need</li> <li>• Social Prescribers</li> </ul> |                                                       |
| How many people do you estimate will benefit from your project?                                                                                | Direct beneficiaries                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 360-480                                               |
|                                                                                                                                                | Volunteers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 13 plus the possibility of Duke of Edinburgh students |
| If you aim for your project to carry on in the future, how will you ensure it continues after the funding from this application has been used? | We plan to continue to operate after this start up funding. Funds will be raised to continue the Repair Cafe through donations from CH64 residents using the Repair cafe and other grant funding if necessary.                                                                                                                                                                                                                                                                                                                                                                       |                                                       |

| Breakdown of project costs                                               |             |
|--------------------------------------------------------------------------|-------------|
| Description of expenditure                                               | Amount<br>£ |
| Publicity – advert in Neston Local, Posters and flyers                   | 258         |
| Hardware eg PAT Tester, basic tool kit, storage boxes                    | 600         |
| Consumables – screws, tape, glue, fuses                                  | 200         |
| Hire of Post Office Area for 3 hours on 3 <sup>rd</sup> Saturday a month | 576         |
| Employers and Public Liability Insurance                                 | 424         |
| Contingency (20%)                                                        | 410         |
|                                                                          |             |
|                                                                          |             |
|                                                                          |             |
|                                                                          |             |
| <b>TOTAL PROJECT COST (do not include in-kind costs)</b>                 | <b>2468</b> |

| Sources of project funding and in-kind support                                                                                                                                                                                                                                                                                       |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Have you secured any other funding for your project? If so, where from?                                                                                                                                                                                                                                                              | Amount      |
| Not at this stage. Our plan is to ask the Town Council for start up costs and approach others funders for help with ongoing funding. We will also suggest donations from the majority of our Attendees, however small the amount is. If we assume approximately 36 repairs per session x 12 = 360 and a minimum donation of £1 or £2 | £360 - £720 |
|                                                                                                                                                                                                                                                                                                                                      |             |

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| Description of in-kind assistance secured (eg volunteer hours or donated equipment)        | Amount (what is the financial conversion for this in-kind help?) |
| If we assume the minimum wage paid @12.21 x 156 volunteer hours                            | £1904.76                                                         |
|                                                                                            |                                                                  |
| <b>Financial information about your organisation (last financial year)</b>                 |                                                                  |
| What was the date of your last financial year end?                                         | We are a new organisation setting up.                            |
| What was your organisation's income in the last financial year?                            |                                                                  |
| Did your organisation have a surplus or deficit for the last financial year?               | Surplus £<br>Deficit £                                           |
| What were your organisation's unrestricted reserves at the end of the last financial year? | £                                                                |

|                                                                                                         |                                            |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Financial information about your organisation (current financial year)</b>                           |                                            |
| Are you projecting a surplus or deficit for the current financial year?                                 | Projected surplus £<br>Projected deficit £ |
| What are your organisation's projected unrestricted reserves for the end of the current financial year? | £                                          |

|                                                                                                                                    |                        |        |
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| <b>Previous grant support from Neston Town Council</b>                                                                             |                        |        |
| Please detail below previous grant support that your organisation has received from Neston Town Council during the past five years |                        |        |
| Date of grant award                                                                                                                | Purpose of grant award | Amount |
| NONE                                                                                                                               |                        |        |
|                                                                                                                                    |                        |        |
|                                                                                                                                    |                        |        |
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| <b>The Town Council's funding priorities</b>                                                                                                                |     |
| We look for projects that support the funding priorities detailed in the Town Council's Grants Policy. Which of these priorities does your project support? |     |
| To enable local people to participate in voluntary groups and activities.                                                                                   | YES |
| To help the Neston area's voluntary and community groups to improve the impact on the community.                                                            | YES |
| To ensure the provision of services, needed by the residents of the Neston area, via the voluntary sector.                                                  | YES |
| To support organisations which meet the needs of people experiencing social and economic difficulties.                                                      | YES |
| To ensure that there is equality of access and opportunity for all Neston area residents to the services it provides and funds.                             | YES |
| To improve or enhance the local environment.                                                                                                                | YES |

|                        |  |
|------------------------|--|
| <b>Checklist</b>       |  |
| Latest annual accounts |  |

|                                                                                  |     |
|----------------------------------------------------------------------------------|-----|
| Copies of written estimates or catalogue pages (if applicable)                   |     |
| Policies for the protection of children and/or vulnerable adults (if applicable) | TBC |

| Declaration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1. I am authorised to make the application on behalf of the above organisation.<br>2. I have read Neston Town Council's Grants Policy and Funding Agreement.<br>3. I certify that the information in this application is correct.<br>4. If the information in the application changes in any way I will inform Neston Town Council.<br>5. I confirm that our organisation has the necessary governance in place to ensure accountability for the spending of any grant money allocated by Neston Town Council.<br>6. I understand that information provided in this application (with the exception of contact details and signatures) will be in the public domain and will be uploaded to the Town Council's website.<br>7. I agree to participate in monitoring, auditing and reporting feedback related to Neston Town Council grant funding. |                              |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Fiona Matthews               |
| Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Fiona Matthews               |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 26 <sup>th</sup> August 2026 |

Applications to the main grants programme are considered twice a year and the deadlines for submission of applications are **31 March** and **30 September**.

You can submit your application electronically to [council@nestontowncouncil.gov.uk](mailto:council@nestontowncouncil.gov.uk) or by post to Neston Town Council, Town Hall, High Street, Neston CH64 9TR.

## NESTON TOWN COUNCIL PRIVACY NOTICE FOR APPLICANTS TO THE TOWN COUNCIL'S GRANTS PROGRAMME

The Data Protection Act 2018 governs how we handle personal data.

### Why are we collecting your information?

On our grant application forms most of the information we need relates to your organisation. However, we are often provided with names, email addresses, contact telephone numbers and addresses relating to named individuals who are submitting the form on behalf of the group. We are processing the data in accordance with the Data Protection Act 2018. We will only use the personal data supplied for the means of administering the grants programme.

### How will we use your information?

The information you provide to us in connection with your grant application (including personal contact details) will be held securely as hard copy originals and as electronic data on Neston Town Council's shared drive. We will only use this information to assess, process and award community grants. For those successful in obtaining a grant award, we will use information about the project in publicity to promote the grants programme but will not share any personal

data. If we want to use any photographs showing people at your events we will ensure we gain consent from them at the time in order to use images of them.

### **Who will we share your information with?**

The information may be shared with other Council Officers and Town Councillors as part of our grant assessment and monitoring process. A redacted version of your grant application (removing private addresses, private telephone numbers, private email addresses and applicant signatures) will be considered at a grants meeting and, as such, will be uploaded to the Town Council website alongside other papers detailed on the agenda. Your contact details will not be passed on to third parties. Please note that Neston Town Council is subject to the Freedom of Information Act and other legislation.

### **How long will we keep your information?**

Information from successful applicants will be retained for the current financial year plus six years. A redacted version of the grant application uploaded to the website as a meeting paper will be available to view for an indefinite period (private addresses, private telephone numbers, private email addresses and applicant signatures are redacted).

Information from unsuccessful grant applicants will be kept for 12 months from the point of application. A redacted version of the grant application uploaded to the website as a meeting paper will be available to view for an indefinite period (private addresses, private telephone numbers, private email addresses and applicant signatures are redacted).