



# Ward Flexibility Funding Application Form

Thank you for your interest in Stockport Council's Ward Flexibility Fund. To give your group the best chance of success please read the guidance notes and the questions on the application form carefully.

Please ensure that all boxes on this form are completed. You must also include all additional information that is requested.

## 1. About Your Organisation

---

### 1. Name of Organisation/ Group

Drawing Board Productions

---

### 2. Organisation/Individual Address

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

---

### 3. Main Contact Details (for correspondence)

Title: Mrs

Name: Melanie Page

Role: Co-Founder

Address: [Redacted]  
[Redacted]  
[Redacted]

Postcode: [Redacted]

Home Phone Number: [Redacted]

Mobile Phone Number: [Redacted]

Email Address: [Redacted]

Return to:  
Democratic Services  
Town Hall, Stockport SK1 3XE

---

#### 4. Please provide your bank account details

We are in the process of setting up a community bank account for our CIC. In the meantime, my bank account details are:

Account Name: [REDACTED]

Account Number: [REDACTED]

Sort Code: [REDACTED]

---

#### 5. What is the status of your Organisation/ Group?

*Please Tick*

- |                                |                          |   |                                     |
|--------------------------------|--------------------------|---|-------------------------------------|
| A New Group                    | <input type="checkbox"/> | Voluntary Organisation                              | <input checked="" type="checkbox"/> |
| A Registered Charity No.       | <input type="checkbox"/> | Company Limited by Guarantee No.                    | <input type="checkbox"/>            |
| Applying for Charitable Status | <input type="checkbox"/> | Unregistered Association                            | <input type="checkbox"/>            |
| Friendly Society               | <input type="checkbox"/> | Other (Please specify)                              | <input type="checkbox"/>            |
| Housing Association            | <input type="checkbox"/> | We are in the process of applying for a CIC status. |                                     |

---

#### 6. Please describe the main activities of your Organisation/ Group

Drawing Board Productions is dedicated to creating and establishing community projects that benefit the Heatons and Reddish. Our latest project for which we are applying for funding, is the Heatons Post, a monthly independent not-for-profit community newspaper for the Heatons and Reddish, which we hope to launch in February 2020 subject to sufficient funding.

We are also the co-founders of Heart Of The Heatons, an annual arts, music, wellbeing and culture festival for the Heatons.

---

#### 7. When was your Organisation/Group established?

The original co-founders of Heart Of The Heatons 2018 came together in July 2018 to create and deliver the first festival without having an official company arrangement. We established Drawing Board Productions in October 2019, with the aim of delivering any future community projects through this company and we are in the process of applying for CIC status. Our third team member joined the company in November 2019 specifically to deliver the Heatons Post project for which we are applying for funding. We will finalise our CIC status in January 2020.

---

#### 8. Does your organisation have the following policies and procedures in place?

*If you are awarded a grant you will be required to send copies of all relevant documents as part of the grant agreement.*

- A governance/management committee
- A Constitution/governing document/set of rules
- An Equal Opportunities Policy
- A Child Protection Policy (where necessary)
- A Health and Safety Public liability

## 2. About Your Application

---

### **9. Please give us a brief description of your proposed/planned project or activity**

*You may wish to include details of what activities will take place, where will it happen, how often and who will take part. If you are applying for equipment you can tell us what will it be used for and why is it needed.*

Our project is a new independent monthly not-for-profit community newspaper for the Heatons and Reddish. The first edition is planned to be published in January for distribution at the beginning of February 2020.

The newspaper has been set up to inform, inspire and connect the local community to what's happening in the local area.

The focus of the newspaper will be community news in the truest sense and will feature a number of the following topics:

- news in the area - incidents, crime updates, planning developments
- community events and activity information for all ages - a "What's On" listing
- community group information and news
- business news
- school and college news
- job vacancies
- hot property for sale/rent
- sustainable living hints and tips
- a travel section
- a recommended read review
- a lifestyle feature

The newspaper will be a not-for-profit venture, and we hope that many facets of the community will contribute to the newspaper as we will need the following support to bring this idea to life:

- news content from schools, businesses, council groups and independent journalists
- community group information

We will not be affiliated to any particular group or party and therefore feel able to deliver an impartial, inclusive and comprehensive overview of community news for all to benefit.

We hope to publish the newspaper monthly from February 2020, available in print and distributed from as many community hubs, venues and outlets as possible across the Heatons and Reddish. At this initial stage we will not be focussing on house drops, but drawing the community into venues and businesses in the Heatons to pick up the newspaper, aswell as ensuring key community outreach programmes assist with distribution to their members. We will however distribute the newspaper to 500 homes in Heaton Norris from the start, and with funding support and a volunteer distribution network we hope to expand our reach to many more homes across all four Heatons and Reddish in the future.

Our ethos will be to provide a newspaper covering all community news, to be distributed as widely as possible across the area, with a particular focus in reaching socially isolated members of the community. We hope to encourage our readership to share their copy with a neighbour (or stranger!) to promote sustainability, reuse and community connection.

---

**10. Who will benefit from this grant?**

*e.g. local residents, young people, older people and how?*

The entire community of the Heatons and Reddish will benefit through the production and distribution of this community newspaper which has been set up to inform, inspire and connect the local community to what's happening in the local area.

We hope to provide a platform for communication with more isolated members of the community, and will be working with local residents, local businesses, schools, colleges and community groups and charities to provide the content and share the news.

**10(a) How Many Stockport residents will benefit?**

The entire community of the Heatons and Reddish.

**10(b) Are there any restrictions on who will benefit from the funding?**

No.

---

**11. Your Project's Budget**

*Please provide a breakdown of cost for your project including VAT where applicable and submit any estimates for the purchase of equipment or work to be done.*

<b>COSTS:</b>		
<b>Item</b>	<b>Supplier</b>	<b>Costs</b>
Printing (3,000)	Reach Printing	£381.51
Branding & Design	Gemma Lamb	£150.00
CIC status	Council	£35.00
Website - 1 yr	Wix	£100.00
Email - 1 yr	123-Reg	£43.06
Domain Name - 1 yr	123-Reg	£3.58

**11(a) How much will the project/activity cost in total?**

£713.15 for our setup costs and first edition.

Thereafter will be £381.51 per month to print 3000 copies of the newspaper. We hope to print more if we get sufficient funding so these monthly costs could rise to £600 per month to print 10,000 copies and distribute directly to half the homes across the Heatons and Reddish.

Annual projected cost based on direct distribution from March: £7313.15.

**11(b) Tell us about any other sources of income you have already applied for or raised so far in relation to this project**

We have started a crowdfunding campaign to raise our initial start up costs, but have only been funded 53% so far, and if we do not reach our target then we will not receive these funds.

We have sold two advertorial deals at £150 total to 2 local businesses.  
We have had a pledge for support from Sustainable Living In The Heaton group of £100.  
We have applied for the Stockport Local Fund.

---

**12. How much are you applying for from the Ward Flexibility Budget?**

£700 to cover our first month in start up costs please.

**12(a) If the amount you are applying for covers only part of the project/activity, then please tell us how do you intend to fund any shortfall?**

Once we have published the first edition in February we hope to secure sponsorship from local businesses to raise the funds for subsequent editions. We think this is achievable at a £500 sponsorship package cost to raise funds from one dedicated sponsor each month, to cover a print run of 3000. As awareness of the newspaper broadens across the business community we should see an attainable and sustainable business model develop from such packages.

---

**13. What is the planned timescale for spending this grant?**

Start	late January 2020
Finish	early February 2020

### 3. Which Wards are you Applying to?

You may tick more than one box. Please note that no grant of more than £1,000 in totality will ordinarily be made.

Please tell us for each ward you wish to make an application to:-

- (a) how many people will benefit in that ward; and
- (b) what proportion of funding from your overall application you are seeking from each ward.

		Number of beneficiaries	How much funding you are seeking
<b>Bramhall &amp; Cheadle Hulme South Area Committee</b>			
Bramhall North	<input type="checkbox"/>		£
Bramhall South & Woodford	<input type="checkbox"/>		£
Cheadle Hulme South	<input type="checkbox"/>		£
<b>Central Stockport Area Committee</b>			
Brinnington & Central	<input type="checkbox"/>		£
Davenport & Cale Green	<input type="checkbox"/>		£
Edgeley & Cheadle Heath	<input type="checkbox"/>		£
Manor	<input type="checkbox"/>		£
<b>Cheadle Area Committee</b>			
Cheadle & Gatley	<input type="checkbox"/>		£
Cheadle Hulme North	<input type="checkbox"/>		£
Heald Green	<input type="checkbox"/>		£
<b>Heatons &amp; Reddish Area Committee</b>			
Heatons North	<input checked="" type="checkbox"/>	All	£250
Heatons South	<input checked="" type="checkbox"/>	All	£150
Reddish North	<input checked="" type="checkbox"/>	All	£150
Reddish South	<input checked="" type="checkbox"/>	All	£150
<b>Marple Area Committee</b>			
Marple North	<input type="checkbox"/>		£
Marple South	<input type="checkbox"/>		£
<b>Stepping Hill Area Committee</b>			
Hazel Grove	<input type="checkbox"/>		£
Offerton	<input type="checkbox"/>		£
Stepping Hill	<input type="checkbox"/>		£
<b>Werneth Area Committee</b>			
Bredbury & Woodley	<input type="checkbox"/>		£
Bredbury Green & Romiley	<input type="checkbox"/>		£
<b>Totals</b>			<b>£700</b>

This total should add up to the figure you provided in **Question 12**



## 4. Application Checklist and Declaration

1. I am authorised to make this application on behalf of the above organisation
2. I certify that the information contained in this application is correct
3. If the information changes in any way I will inform Democratic Services accordingly.
4. I give permission for Democratic Services to contact my organisation and/or myself by phone, mail or e-mail with information about its activities and funding opportunities.
5. I/ we agree (if required) to attend an Area Committee meeting to explain how the proposal will improve the environmental, economic or social wellbeing of the area and to answer any questions.
6. Our details can be used for promotional purposes should this request be successful
7. I/We will use this grant for the proposed project/activities stated in our application.
8. I/we will not use the grant for any other purpose prior to contacting Democratic Services in order to seek authorisation.
9. I/we will provide appropriate proof of expenditure to Democratic Services, within 12 months from the Grant being made.
10. I/we will highlight the support of the Area Committee in recent publicity material.
11. I/we agree to providing information to assist in the future monitoring of the effectiveness of the funding including reporting back to the Area Committee on how the grant has been spent and what difference it has made.
12. I/we agree that the content of this completed application form and any supplementary information provided may be published on the Council's website and other publications as part of the application process.

Print your name: Melanie Page

Signature: .....Melanie Page.....

or if submitted electronically tick this box to signify your agreement to the above terms

Date: 31/12/2019

Return to:  
Democratic Services  
Town Hall, Stockport SK1 3XE