

**GASP MOTOR PROJECT – APPLICATION FOR FINANCIAL ASSISTANCE**

**Executive Summary**

Established in 2005, the GASP Motor Project provides non-judgemental, caring and practical support, delivering accredited AQA courses in basic motor mechanics and practical engineering skills, and contributes to students’ positive personal development. This is done through the provision of a hands-on, specialist and personalised alternative learning environment within a focused and disciplined framework. Where it is appropriate, the Group also helps to facilitate a students’ onward progression into education, training and employment. The organisation works in partnership with Woking Community Transport which offers facilities twice a month.

GASP Motor Project has requested funding of £5,901 to continue its provision of after school courses during 2021/22 for young people who are Not in Education, Employment or Training (NEET). A successful outcome to the application would mean that 18 young people would directly benefit from the after school courses. There would also be a wider benefit to the community with the potential for reduced anti-social behaviour as young people who are NEET will have the incentive to work towards employment and become a positive benefit to the community.

The programme is delivered using a mobile unit at the school or where suitable travel to the purpose-built workshop near Woking, both have proved very successful with participating students and schools. However, due to Covid-19, GASP was forced to cease all operations from 20th March 2020 and resulted in all of the courses planned for the summer term 2020 were postponed. This significantly reduced the number of young people the Group were able to support and, to date, the Group has not claimed any of its revenue grant award for the current year.

It is recommended that a revenue grant of £5,000 be awarded for 2021/22, recognising the long-term benefit for those young people taking part as well as the community as a whole and noting the comments of the Council’s Youth Development Officer.

**Recommendations**

The Executive is requested to:	<b>RESOLVE That</b> , subject to the outcome of the Council’s budgetary process, a grant of £5,000 be awarded from the Community Grants Budget towards the provision of basic motor mechanics after-school courses in the Borough for young people who are at risk of becoming Not in Education, Employment or Training (NEET).
Reason for Decision	To assist young people in the Borough who may be disengaged with school to develop their skills and aspirations in basic motor mechanics.
Legal Authority	S142 Local Government Act 1972
Confirmation of Funding	This award is provisionally made on the expectation that the Council’s budgets for revenue and capital projects remain at the same level allocated for the current financial year. The Council’s overall budget, including the sums allocated for community grants, will be determined

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	<p>by Council at its meeting on 11 February 2021. In the event the grant budgets are set at the anticipated levels, confirmation of the Council's support will be sent to successful applicants. Groups should not plan for the 2021/22 funding until this confirmation has been received.</p> <p>Should the budgets be reduced as part of the Council's efforts to achieve savings to offset the impact of Covid-19 on the Council's financial position, a special meeting of the Executive will be held to review the provisional awards and allocate the funds available on a priority basis.</p>
<p>Conditions</p>	<p><b>Accounts.</b> The Organisation must submit accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on websites and literature / leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in April. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> Following the introduction of new legislation from April 2018, the Council expects the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations are expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively may put their Council support at risk.</p>
<p>Performance Indicators</p>	<p><b>Users.</b> The Organisation to provide a breakdown of the users.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
<p>Future Support</p>	<p>Due to the impact of Covid-19, the financial pressure on the Council's</p>

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budgets is higher than ever and is expected to continue in the coming years. Accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2021/22 does not imply that a similar application in 2022/23 would be supported. In particular, it is emphasised that the Council is extremely unlikely to be in a position to award any sums above the 2021/22 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2022/23 have been drawn up in the event that the Council is unable to continue its support beyond April 2022. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2021/22 Application Form.

### **Reporting Person:**

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### **Date Published:**

2 December 2020

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<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>The GASP Motor Project was formed in 2005 and became a Charity in 2009. Its key aims are:</p> <ul style="list-style-type: none"> <li>• To help young people change behaviours and support them in making a successful transition to adult life;</li> <li>• To support young people to progress through education, employment and training;</li> <li>• To prepare young people in a practical way for the world of work; and</li> <li>• To enable young people to experience the value of teamwork, focussing on personal, social and emotional development.</li> </ul> <p>GASP is widely recognised in Surrey as a provider of non-judgmental, caring and practical alternative learning support. Accredited AQA courses are delivered in basic motor mechanics and practical engineering skills, contributing to students' positive personal development. A hands-on, specialist and personalised learning environment is provided within a focused and disciplined framework. Where appropriate, help is also available to facilitate students' onward progression into education, training and employment.</p>
1.2 Employees	<p>11, comprising the Chief Executive (full time), Workshop Manager (full time), six sessional instructors (12 – 15 hours per week each), a Programme Coordinator (12 hours per week), Fundraising Executive (21 hours per week) and an Executive Assistant (8 hours per week).</p>
1.3 Volunteers	<p>21.</p> <p>The evening sessions are run during for three evenings each week and are delivered by seven volunteers, managed by the Workshop Manager. Typically, there are two volunteers present at each evening session which lasts around two and a half hours. The volunteers are engineering instructors and work directly with the young people. A number of parents volunteer on an ad hoc basis to support the young people.</p> <p>The Board of Trustees consists of eleven volunteers and three volunteer Board Advisers. The Board meets every three months, with additional meetings as required.</p>
1.4 Clients/Users	<p>183, comprising:</p> <p>157 male</p> <p>26 female</p> <p>55 resident in Woking</p> <p>165 aged 11-18</p> <p>17 aged 19-65</p> <p>The numbers for disabled and ethnic minority users are not currently captured by GASP, however within the Group had planned to gather the information this year 20/21, but using a referring agent which will allow GASP to review their programmes' accessibility and adapt to the</p>

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	<p>student cohorts needs. However the programme had been delayed until next year due to Covid-19, as it is for informational purposes only and does not affect the delivery of the courses.</p> <p>Young people who participate in GASP workshop sessions during the daytime do so by arrangement with their schools or youth support organisation and are not charged individually for their attendance. All costs are covered by grants or the school / youth organisation.</p> <p>For the evening sessions there is a small charge of £5 per session for those who attend. In cases of hardship this is waived with the cost borne by the Group.</p> <p>GASP works across the whole of Surrey with young people of secondary school age, many with special educational needs. In the Borough of Woking work takes place with Woking High, Jubilee High School, Northwest Surrey Short Stay SEN School and The Park and Freemantles SEN Schools. GASP is looking to expand its work with other schools, in particular Hoe Valley School, and community organisations in Woking where a need is recognised for the services provided.</p>
1.5 Members	N/A
1.6 Sum Requested	£5,901 (Revenue)
1.7 Project	<p>The Group is proposing to run daytime or 'after school' courses at three schools in Woking using its fully equipped Mobile Workshop or, should the school prefer, the purpose-built workshop near Woking. The young people are nominated by each school following careful consideration as to who would benefit most from an opportunity to re-engage with learning and support towards training and employment.</p> <p>Hands-on accredited courses in basic motor engineering are used, with the aim of tackling the root causes of low educational achievement, poor self-esteem and challenging behaviour. As well as giving the young people a chance to learn new skills and gain accreditation, a range of soft skills such as building confidence and teamwork skills are developed.</p> <p>The content of the courses held weekly for 2-3 hours at a time is reviewed regularly and includes health and safety, 4-stroke and 2-stroke engines, go-karts, mini motorbikes and quadbikes. Up to six students at a time take part, with a targeted minimum of four. Overall, 80% of the students attending GASP complete their courses and achieve at least one AQA Unit Award.</p>
1.8 Cost breakdown:	<p>Cost for each course of 6 weeks:</p> <p>Session Leader and Tutor salary, inc. on costs = £1,545</p> <p>Transport &amp; Mobile Workshop = £200</p> <p>Accreditation costs (assume 80% success rate) = £77</p> <p>Programme development &amp; evaluation = £88</p> <p>Insurances = £57</p> <p>Total for each course = £1,967</p> <p>Cost of three courses = £5,901</p>

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1.9 Community Benefit	<p>A total of 18 young people will directly benefit from these early intervention courses. There is also a wider benefit to the community with the potential for increased community engagement and reduced anti-social behaviour, due to the increased confidence and self-worth that the young people will gain.</p> <p>The young Woking residents currently at risk of being Not in Education, Employment or Training (NEET) will have the incentive to work towards employment and therefore avoiding the likelihood of requiring further support after leaving education.</p>
1.10 Covid-19 Impact	<p>Unfortunately, due to Covid-19, GASP was forced to cease all operations from 20th March 2020. All of the courses which were booked for the summer term 2020 were postponed to Autumn 2020. This resulted in significantly reduced numbers of young people who were able to take part in the course and receive support from the Group between September 2019 – August 2020.</p> <p>During the period of lockdown, GASP worked to improve and expand their curriculum offering, with better links to the national curriculum. GASP were also able to utilise the governments Job Retention Scheme and furlough the delivery staff, preventing redundancies (and the associated costs). The CEO took a significant pay cut to reduce core costs. The Schools Co-ordinator and Executive assistant continued to work, developing and improving the new curriculum.</p> <p>The Group created a Covid-19 Recovery Team comprising of three Trustees, the Chair and CEO which hold weekly meetings online to plan the organisations return to operations, monitor risk assessments and review workplans.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £221,888 in the bank. The sum of £70,693 is reserved for operation delivery (including £38,979 deferment of Summer 2020 courses) and £77,456 for core (overheads) income.</p> <p>The Group has submitted a budget for 2021/22 which shows an anticipated income of £194,645 against an anticipated expenditure of £189,133, resulting in an anticipated surplus of £5,512.</p> <p>Anticipated income includes grants received (£158,895) and fees receivable (£33,250). Items of expenditure include salaries (£141,285) and rents (£13,000).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2019/20 which show an income of £164,343 (£102,879 in 2018/19) against expenditure of £147,043 (£102,659 in 2018/19), resulting in a surplus of £17,300 (a surplus of £202 in 2018/19). The sum of £108,881 was carried forward at the end of the 2019/20 year.</p>
2.3 Support over the past five years	<p>2020/21 – £4,950 2019/20 – £4,950 2018/19 – £4,950</p>

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<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>N/A</li> <li>N/A</li> </ul>
3.2 Consultee Comments	<p><u>Sandie Bolger, Youth Development Officer</u></p> <p>GASP Motor Project is a recognised provider of non-judgemental, caring and practical support, delivering accredited AQA courses in basic motor mechanics and practical engineering skills, they contribute to students' positive personal development by providing a hands-on, specialist and personalised alternative learning environment within a focused and disciplined framework.</p> <p>The project offers a service to vulnerable young people, offering those who prefer a more practical hands on experience to achieve a relevant level of learning with the potential for onward progression into other forms of education, training and/or employment.</p> <p>Given the benefit to young people within the Borough, it is recommended that a grant be awarded at the same level as the previous year, in light of the long-term benefit for those young people taking part as well as the community as a whole.</p>	
3.3 Assessment	<p>GASP Motor Project provides non-judgemental, caring and practical support, delivering accredited AQA courses in basic motor mechanics and practical engineering skills. The Group also helps to facilitate students' onward progression into education, training and employment.</p> <p>The organisation offers an extremely beneficial service to vulnerable young people, offering a way of achievement to those who prefer and respond to a more practical approach to learning.</p> <p>The programme is delivered using a mobile unit at the school or where suitable travel to the purpose-built workshop near Woking, both have proved very successful with participating students and schools. Over a third of the young people are from Woking schools, including St John the Baptist, Woking High and The Park School and North West Surrey Short Stay School.</p> <p>GASP Motor Project is requesting £5,901 revenue costs towards continuing its provision of After School Courses for those young</p>	



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people who are Not in Education, Employment or Training (NEET). If approved, 18 young people who are at risk of becoming NEET will have the chance to participate and work towards a recognised accreditation.

Given the benefit to young people within the Borough, it is recommended that a grant be awarded for 2021/22 of £5,000 revenue, in light of the long-term benefit for those young people taking part as well as the community as a whole.

REPORT ENDS