



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

## Ward Based Grant Application Form

Please ensure that all the details requested on the following pages are completed in full. Please note that the Parish Council will be unable to process your application if any of the required information has been omitted.

*Applicants may be required to provide proof of expenditure of any previous grant by providing invoices, receipts etc. before a new application may be considered.*

Please submit this form completed within one month of receiving it.

- 1 What is your group called? ***Give your name as it appears on your bank account.***

CHAPELTOWN W I

- 2 Please give us your contact details.

Title  First name  Surname

Position in group (if applicable)

PRESIDENT

Address.

	Postcode

Your phone number, if we need to talk to you.

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Council Offices Mortomley Lane SHEFFIELD S35 3HS

☎ 0114 284 5095 ✉ [admin@ecclesfield-pc.gov.uk](mailto:admin@ecclesfield-pc.gov.uk)

🌐 [www.ecclesfield-pc.gov.uk](http://www.ecclesfield-pc.gov.uk)

Your email address, if you have one

3. Full address of where your activities will be based.

CHAPELTOWN METHODIST CHURCH  
1, NETHER KEY AVE, CHAPELTOWN  
SHEFFIELD S35 1AE

4. Which Ward will the project cover? Please tick the appropriate box (you may tick more than one):

Burncross	<input checked="" type="checkbox"/>
Chapeltown	<input checked="" type="checkbox"/>
Ecclesfield	<input checked="" type="checkbox"/>
High Green	<input checked="" type="checkbox"/>
Thorncliffe	<input checked="" type="checkbox"/>
Grenoside	<input checked="" type="checkbox"/>

5. What is the purpose of your group – what difference do you make and how do you meet the needs of your community?

TO ADVANCE THE EDUCATION OF WOMEN & GIRLS FOR THE  
PUBLIC BENEFIT IN ALL AREAS INCLUDING :  
LOCAL NATIONAL & INTERNATIONAL ISSUES OF SOCIAL IMPORTANCE,  
MUSIC, DRAMA & OTHER CULTURAL SUBJECTS,  
ALL BRANCHES OF AGRICULTURE, CRAFTS, HOME ECONOMICS,  
SCIENCE, HEALTH & SOCIAL WELFARE

6. What activity will you put on or project will you undertake if we give you a grant and when will this take place?

THE ACTIVITY WILL BE A CELEBRATION OF THE QUEEN'S  
70 YEARS ON THE THRONE.  
THIS WILL BE A PARTY THAT WILL TAKE PLACE ON 9<sup>TH</sup> JUNE  
2022

7. Does your group receive funding from anywhere else? Please state who this is from and the amount of funding

NO WE DO NOT RECEIVE ANY FUNDING FROM ANYWHERE ELSE.

8. Please give us a breakdown of what you want the funding to pay for :-

Item requested	£ per item/activity	Total
PARTY DECORATIONS, BALLOONS, BUNTING, FLAGS	£	£ 35.00
TABLEWARE	£	£ 25.00
JUBILEE GAMES & PRIZES	£	£ 50.00
FOOD 35 @ £ 5.00 PER PERSON	£	£ 175.00
CELEBRATION CAKE	£	£ 25.00
	£	£
	£	£
	£	£
<b>Total cost of activity</b>		<b>£ 310.00</b>
<b>Total cost of grant requested from us</b>		<b>£ 310.00</b>

9. You must provide a copy of your latest financial accounts together with a copy bank statement.

10. Please list all the people who are authorised to make withdrawals from your account.

Name

Name

Name

Name

11. How many people have to sign for each withdrawal?

2

12. Please give details of your bank account including bank, account number and sort code. Please give details of who a cheque should be made out to.

13. Would all applicants please note that it is a requirement of the Parish Council that photographic evidence is provided of the event/purchase.

Please note that the Parish Council is subject to Freedom of Information Act 2000 and other related legislation. This means that most of the information you supply to the Council will probably be public. If you do not want any information released your grant cannot be considered.

## Declaration of intent

This application needs to be signed by the person whose name appears as the contact at the beginning of the form.

**I can confirm that the organisation named on the front of this form has authorised me to make this application.**

**I can confirm that all the answers to the questions are true.**

Name

Position in group

Signed

Date



The Parish Council has been advised to request a short questionnaire on any risks there may be in respect of applications for financial assistance. Therefore in order to be satisfied that there will be no legal implications for the council if they do give a grant in response to your request, I would be pleased if you could kindly reply to the following few points.

QUESTIONS	TICK BOX OR ANSWER
1. Does the applicant/your group have adequate <b><u>public liability insurance in the Group's name</u></b> to a minimum of at least £2 million cover for any activities etc. which may benefit from the council's grant. <b>Please supply us with a copy of your certificate along with your application.</b>	✓
2. Is the premium paid up to date (give date)	11/1/22 - 10/1/23
3. Have police checks (DBS disclosure) been carried out for group members who deal with children and vulnerable adults	NO CHILDREN OR VULNERABLE ADULTS
4. What steps have been taken to minimise any accidents, loss or damage to property or people or property.	THE GROUP IS HEALTH + SAFETY AWARE.
5. Will the grant be repaid to the Parish Council if the event does not take place or the items that the grant is requested for are not purchased?	YES.
6. Will the lack of a grant stop the event taking place or seriously curtail or reduce the activities of the group in any way	A SMALLER EVENT WOULD TAKE PLACE
7. Has the health and safety of members of the group or the public participating in an event been properly assessed and have satisfactory conclusions been drawn from this assessment	HEALTH + SAFETY HAS BEEN THOROUGHLY CONSIDERED.
8. Are you satisfied that all possible risks have been adequately covered by the systems and procedures you have placed in force for the event or for the use of the equipment purchased from the grant	YES WE SATISFIED

Signed by Chairman ..... Date... 26/2/22 .....

Signed by Secretary ..... Date... 28.2.2022 .....