



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

## COVID SUPPORT AND RECOVERY FUND

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.*

192nd Sheffield Guides

- 2 Please give us your contact details.

Title  First name  Surname

Position in group (if applicable)

Address.

<input type="text"/>	
<input type="text"/>	Postcode

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

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

192ndsheffieldguides@gmail.com

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

St. Saviours Church Hall, Mortomley Lane, S35 3HS

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

The Guide group is for girls age 10-14. Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in our community.

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

Unit camp to Walesby Scout Activity Centre. May 2022. Due to COVID we have not been away as a unit for over 2 years. The pandemic has also affected our ability to fundraise, which allows us to subsidise our trips and to maintain and update our current unit equipment. Our residential events are a formative experience for our Guides, not only giving them the chance to experience adventurous activities such as climbing and archery, but developing their independence and giving them valuable life skills. For example, self care, meal planning, budgeting and cooking. Some of our Guides have not been outside of Sheffield in the last 2 years and, with the increased cost of living are unlikely to be going on family holidays this year.

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

No.

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

Item requested	£ per item/activity	Total
Hi Gear 28 Litre 12V 240 V Cooler	£ 70	£ 70
Eurohike Event Shelter	£ 140	£ 140
Vango Icarus 500 5 man Tents x 3	£ 280	£ 840
Zenobia 8 Nightfall 8 man Tent	£ 420	£ 420
1 years insurance cover with Unity Insurance	£ 76	£ 76
15m Mobile mains kit electric hook up	£ 45	£ 45
	£	£
	£	£
<b>Total cost of activity</b>		<b>£ 1,591</b>
<b>Total cost of grant requested from us</b>		<b>£ 1,591</b>

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

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

Name	<input type="text"/>	Name	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>

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

11. 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.

Cheques payable to	
Sort code	Account No.

12. **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.

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## 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	Clare Russell		
Position in group	Unit Leader		
Signed		Date	07/03/22

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><i>public liability insurance</i></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>	Yes
2. Is the premium paid up to date (give date)	Yes 1/1/22
3. Have police checks (CRB disclosure) been carried out for group members who deal with children and vulnerable adults	Yes and all adult leaders have completed safeguarding training
4. What steps have been taken to minimise any accidents, loss or damage to property or people or property.	Full risk assessments are completed for all events, which are authorised by our division and residential coordinators. Guides will be taught how to correctly look after and maintain the equipment to maximise it's life span.
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	It would limit the number of Guides who can attend the camp, due to a lack of equipment.
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	Full risk assessments will be undertaken. Initial assessments have been completed, sufficient to start planning the camp.
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

Signed by Chairman ..... Date.....

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