



# 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.*

The UniBrass Foundation

- 2 Please give us your contact details.

Title  First name  Surname

Position in group (if applicable)

Address:

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

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

Hesley Wood Scout Activity Centre, White Ln, Chapeltown, Sheffield S35 2YH

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

Burncross	
Chapeltown	yes
Ecclesfield	
High Green	
Thorncliffe	
Grenoside	

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

The UniBrass Foundation is a registered charity that promotes brass banding at university level. This is primarily done through the organisation of 'UniBrass', a full day event featuring a contest for university bands, workshops with professional musicians, and a gala concert featuring a world-class brass band. Over ten years this has grown to feature 21 universities and over 750 performing students in what is the only event of its kind in the world. Each year the standard of performance has grown as a result of the musical development offered, in the form of professional musicians giving feedback on band performances. Students also receive subsidised tickets to the gala concert featuring some of the world's top brass bands including the Black Dyke Band and the Cory Band. This demonstrates our experience of coordinating national, large scale events and working with professional musicians.

We have organised community development events such as 'Brass in the Park' which brought students together from across the country to perform, and our successful 2019 ACE funded Conductor Training Day highlights our ability to run musical development events. In 2021 we launched UniBrass Band Camp which brought together 40 Students from across the country to Hesley wood scout camp for a week of making music and performing in the local area.

**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 UniBrass organisation is aiming to run the inter university summer school at Hesley Wood Scout Activity Centre 24-29 August 2022. This will be a week-long event where approximately 50 students from across the country come together to receive expert musical tradition and finish by giving high quality performances in and around the local area. This year we want to be more connected to the local

community in Chapeltown who are playing host to the course and to do this we are planning on making our first concert free, taking place in the Thomas Chambers Newton Memorial Hall. We will be encouraging as many people from the community to attend the concert and we will be encouraging intergenerational mixing with the band each serving and sharing a cup of tea with the audience at the interval with the aim for our participant to tell members of the community about our work and for the community to share their memories of the area with our participants in return.

The week will also be an important social occasion for this key 18-25 age demographic which will include using local bars and businesses. We anticipate that by running this event there will be an additional £30,063 spent in the local parish economy by the event and participants. We are also working with Chapeltown Silver Brass Band by Hiring percussion from them for the course and partnering to advertise the local concert.

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

No The UniBrass Foundation is independently funded and the majority of the funding for this event will be coming from the participants directly. We also have support in kind from Brass Bands England who are supporting the project with tutors and admin support, and other local venues.

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

Item requested	£ per item/activity	Total
Workshop leader fee	£900	£900
Course tutors	£4540	£4540
Hire of percussion from Chapel town silver prize band	£400	£400
Van Hire to move instruments (5 days)	£300	£300
Accommodation at Hesley wood Campsite	£6751	£751
Food	£4600	£4600
Music and Printing	£210	£210
On site activities	£231	£231
Concert Costs	£250	£250
Concert venue costs	£380	£380
Minibus Hire	£400	£400
<b>Total cost of activity</b>		<b>£12962</b>
<b>Total cost of grant requested from us</b>		<b>£1600</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.

\_\_\_\_\_

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.

Please make any cheque payable to \_\_\_\_\_.

Bank: \_\_\_\_\_

Sort: \_\_\_\_\_

Account Number: \_\_\_\_\_

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.

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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.

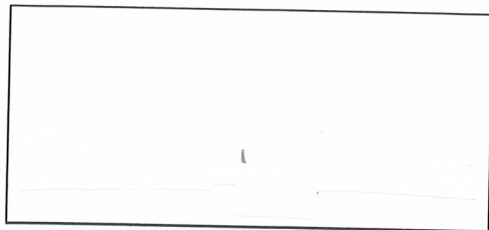
**I can confirm that the organisation named on the front of this form has authorised me to make this application.**

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

Name

Position in group

Signed



Date 02/04/2022



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 in the Group's name</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>	We have 10 million public liability insurance provided by Making Music Insurance Services
2. Is the premium paid up to date (give date)	Yes 31/12/2022
3. Have police checks (CRB disclosure) been carried out for group members who deal with children and vulnerable adults	Yes provided by Brass Bands England
4. What steps have been taken to minimise any accidents, loss or damage to property or people or property.	We have carried out a risk assessment for the event to minimise risks to all participants and have first aid and food hygiene training
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	Yes whilst the accommodation and food costs are covered by participants, the costs of training, hall hire and percussion hire are not otherwise covered and are integral to the events' success - particularly performing locally in a meaningful way.
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	Yes we have been using risk assessments carried out by the venue and Covid Risk assessments for the activity issued by Brass Bands England
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 all risks considered have been minimised with all practicable measures.

Signed by Chairman ... ..Date.....02/04/2022

Signed by Secretary ... ..Date...02/04/2022.....

Document signed electronically as per 2021 Covid Secure Guidance