



Friends of Windmill Hill
Primary School

Anna Heeley

Treasurer – Friends of Windmill Hill

10/05/2022

Dear Sirs

I am hoping you can help me; I am the treasurer of the Friends of Windmill Hill PTA in Chapeltown, Sheffield.

We are a group of parents who fundraise and raise much needed income for our school. Sadly as with most charity / voluntary groups covid has had a massive effect on our fundraising activities and the amount of resources we can buy for school.

Windmill Hill is a double entry Primary school with approximately 312 children and a very limited budget. We are in a unique position with a financially struggling Academy that's in an affluent area. This means that although funds are stretched, we don't get the normal top up funding from free school meals and pupil premium monies that a school in a deprived area would get. We are currently running at 17% pupil premium which means our fundraising activities are vital to the school budget.

We are applying for funding today as we would like to replenish and refresh out art supplies. After applying for a ward pot grant earlier this year we were advised we may also qualify for some covid funding to help sustain the group and help with our work. I discussed with school and art supplies were top of the list for things they needed. This is something that is constantly used and constantly needs replacing, but not always top of the list when other areas also need resources.

If you feel this is something you could possibly help with we would be excessively grateful. I am very aware you will be receiving many of these request so I thank you for your time and I look forward to hearing from you

Kind Regards Anna



1 MAY 2022



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.*

friends of Windmill Hill.

- 2 Please give us your contact details.

Title First name Surname

Position in group (if applicable)

Treasurer

Address.

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

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

Your email address, if you have one

[Empty box for email address]

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

Windmill Hill School
Ash View
Chapelton S35 1ZD

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

We are a group of volunteers who fundraise + raise vital funds for our school. All monies raised go in to school for equipment or to cover activities that wouldn't go ahead without it.

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

Due to covid our fundraising stopped over night with no way to order take activities. Any grant or funds will be put towards art supplies + enhancing the art classes in school.

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

Funding is solely from grants and fundraising we are all volunteers. We have received £500 for a memorial garden - Arnold Clark £500 towards our new library - Cripple £450 towards road safety measures.

£2500 has been applied for via ward pot grant for playground painting
Ann Whittaker

All other monies are from raffles, events,

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

Item requested	£ per item/activity	Total
oil pastels set of 36	£6.03	£24.12 x 4
JPO oil pastels pack of 24	£2.24	£20.16 x 9
JPO oil pastels white pack of 12.	£2.14	£19.26 x 9
Thick charcoal pack of 25.	£2.74	£19.18 x 7
square chalk pastels pk 64	£10.25	£20.50 x 2
	£	£
	£	£
	£	£
Total cost of activity		£103.22
Total cost of grant requested from us		£100

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" value="Anna Heeley"/>	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.

--

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.

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

AHEELEY

Date

10/9/22.

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 <u>public liability insurance</u> to a minimum of at least £2 million cover for any activities etc. which may benefit from the council's grant. Please supply us with a copy of your certificate along with your application.	✓
2. Is the premium paid up to date (give date)	✓
3. Have police checks (CRB disclosure) been carried out for group members who deal with children and vulnerable adults	✓
4. What steps have been taken to minimise any accidents, loss or damage to property or people or property.	
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?	✓
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 goods won't be purchased.
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	
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	

Signed by Chairman Date.....

Signed by Secretary Date.....