



# 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 Lound Academy PTA

- 2 Please give us your contact details.

Title  First name  Surname

Position in group (if applicable)

Address.

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

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

Your email address, if you have one

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

Lound Junior School, Loundside, Chapeltown, Sheffield, S35 2UT  
Lound Infant School, Sherburn Gate, Chapeltown, Sheffield, S35 2EU

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

Lound Academy’s aim is to have “Children at the heart of everything we do” and the whole school community works in partnership to ensure this always come first in a number of ways including providing a safe, stimulating, well-resourced environment for effective learning. We are newly formed Friends of Lound Academy PTA - a small group of parents who are hoping to raise funds to purchase items to enhance the children’s learning and school experience. Due to the pandemic the former PTA disbanded a few years ago. All the equipment used by the previous PTA was put into storage at the start of the pandemic and left for over 2 years. Unfortunately, it sustained some damage because of this and was disposed of for health and safety reasons. We are therefore starting from scratch.

Due to the late formation of the new PTA into the school year, we have limited time left to raise funds prior to the event we are hoping to hold at the end of the school year.

The last few years have been extremely tough for everyone. This will be the first full academic school year for all the students for a long time. All the students at the Infants school have started their school experience in these strange times, adapting to not only starting school but during a global pandemic. This has been a challenging time for all the students who have all missed out on many of the activities and events that would normally have taken place at the school. As a PTA, we want to ensure this does not happen moving forward.

As a PTA, what we hope to do is to hold a summer fair to kick start our fundraising and give children and the wider community an event to celebrate completing this school year. The money raised from this will hopefully support future fundraising events and the sustainability of the PTA. Running events is a great opportunity for fundraising for the school community alongside local community and support and raise the profile of local business.

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

As mentioned above, we are a newly formed PTA and are starting from scratch. Also as mentioned, there have been no events ran over the last few years and no fundraising occurred due to the pandemic. We currently have no available resources to set up the PTA or to run the activity we are hoping to.

This year, as a celebration of all the hard work of the staff and children at the academy and to celebrate the return to the new normality following the pandemic, we want to hold a summer fair at the school towards the end of the summer term. We want to hold it at this point as it will signify the completion of the first full academic year in school for over half of the students at Lound and also the final year for the Y6's before they leave for secondary school. This will be run by the PTA which is made up purely of volunteers.

The funding we are seeking is for 2 parts:

- First of all, we would like to be able to purchase a number of items to help with the formation of the PTA to support any future fundraising events. This includes items such as cash boxes, collection buckets and boxes, raffle tickets, catering equipment and general stationary supplies like pads, pens etc (please see breakdown below)
- The second part would be to purchase equipment and materials for the summer fair and future events e.g. coconut shy, stocks, event shelters etc (please see breakdown below)

We have made a conscious effort with requesting funding to purchase items that will not only be utilised for the summer fair but for many other future events, for example – instead of hiring someone to do face painting at the summer fair, we are requesting the funds to buy face paints so we can use them at multiple events.

The grant will enable the fair to go ahead which will also be an important opportunity for the PTA to raise additional funds and awareness of it's existence. This will allow us to continue to provide events and experiences for the children who attend the school, the wider community and continue with our fundraising efforts for the school community and all its students.

The PTA hope to be able to invite or include local shops and businesses in the summer fair and future events. As with previous events, such as Lound fest, we hope to continue and build on community involvement and potentially use funding raised in the future to give something back to the community e.g., buying little picking equipment.

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

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No funding received as we are a new group.

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

Item requested	£ per item/activity	Total
Collection buckets x 5	£ 3.95	£19.75
Collection buckets x 10	£2.85	£28.50
<b>Above plus vat and postage</b>	£	£ 69.90
Wooden stocks	£148.17	£148.17
Buckets x 3	£1	£3
Sponges x 5	£1.50	£7.50
Coconut shy – stakes	£ 15.00	£15.00
Tin Can Alley	£15.99	£15.99
Cash box x 3	£6.49	
Raffle tickets x 5	£2.26	
Total for cash boxes and raffle tickets		£41.44
Event shelters x4	£156.73	£668.92
Face paints	£83.50	£83.50
Coloured hair spray x 6	£18.25	£18.25
Glitter Tattoo kit	£16.99	£33.25
Slow cookers x 2	£16.00	£32.00
8oz recyclable paper cups x 1000 (hot drinks)	£41.39	

8oz cup lid x 1000	£18.42	
6oz recyclable paper cup x 2000	£71.72	
Serving platters with lids x 25	£50.04	
Recyclable plastic spoons x 1000	£9.94	
Compostable paper bags x 1000	£13.02	
Total for above catering equipment plus tax		£204.53
Bags of sweets (Candy Cabin) x 200 (5% discount on total)	£1	£190
Refreshments – tea, coffee, sugar, milk, juice etc approx.		£50
Bouncy castles plus generators hire x 2 XL	£	£ 262
Miscellaneous admin – pens, papers, diaries, accounts books etc approx.	£	£50
Tombola/raffle prizes - approx.	£	£50
<b>Total cost of activity</b>		<b>£1943.45</b>
<b>Total cost of grant requested from us</b>		<b>£1943.45</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	To be confirmed – we will let you know as soon as this has been decided at next meeting on 19/05/22	Name	
Name		Name	

**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.

We are in the process of acquiring a bank account and will forward you the details as soon as we have them

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

Abigail Needham

Position in group

Member of PTA

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><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>	We are in the process of acquiring but will ensure it does.
2. Is the premium paid up to date (give date)	As above
3. Have police checks (DBS disclosure) been carried out for group members who deal with children and vulnerable adults	No as all parents of children at the school
4. What steps have been taken to minimise any accidents, loss or damage to property or people or property.	We will adhere to the procedures and guidelines set out by Lound academy to ensure this
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	The lack of a grant will stop the event taking place seriously curtail it
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	A full health and safety assessment will be carried out prior to the event occurring in accordance with the academy's procedures
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	By adhering to the academy's procedures and working closely with them then this will be ensured.

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

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

