



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.*

Chapelgreen Community Hub and Community Fridge

- 2 Please give us your contact details.

Title

Mrs

First
name

Angela

Surname

Woodward

Position in group (if
applicable)

Chairperson of Chapelgreen Community Hub and Lead of
Chapelgreen Community Fridge

Address.

The Cafe at the Campus, High Green Development Trust, Packhorse Lane

High Green, Sheffield

Postcode S35 3HY

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.

The Cafe at the Campus, High Green Development Trust, Packhorse Lane, High Green S35 3HY and St Saviours Church, Mortomley Lane, High Green S35 3HS

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

Burncross

Chapelton

Ecclesfield

High Green

Thornccliffe

Grenoside

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

Chapelgreen Community Hub is a non-profitable organisation. Our aim is to bring together the different community groups and services working in Chapelgreen together to support our community. By collaboration we identify the needs of the Chapelgreen Community and then we develop initiatives to provide active support to our targeted residents to meet and help alleviate that need.

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

Every quarter we provide at least 50 food hampers to vulnerable families and 50 two course meals to vulnerable isolated people living within the Chapelgreen Community. Therefore, if our application to you was successful we would like to spend the money to be able to buy food, meals and bags to carry the produce to each residents home. This would allow us to make and provide fifty food hampers for vulnerable families and purchase fifty two course meals for vulnerable isolated residents on the 6th, 7th and 8th September 2022.

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

In the past High Green Development Trust have held our money for our Community Fridge whilst we became a constituted group which totalled £1,929.56
 We have also received funding for Chapelgreen Community Hub Community Fridge from Arnold Clark which totalled £2,500.00
 Therefore, at present our total monies for the Fridge only is £4,429.56.
 We do not have any funding has yet to pay for our food hamper and meals initiative.

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

Item requested	£ per item/activity	Total
50 - 2 course meals	£6.00	£300.00
Food to create 50 food hampers	£10.00	£500.00
100 bags	£2.00	£200.00
	£	£

	£	£
	£	£
	£	£
	£	£
Total cost of activity		£1,000.0
Total cost of grant requested from us		£1,000.0

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

Ho111. How many people have to sign for each withdrawal?

minimum of 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.

<p>04</p> <p>FRIDGE</p>

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
<p>1. Does the applicant/your group have adequate <u>public liability insurance in the Group's name</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.</p>	<p>Yes</p>
<p>2. Is the premium paid up to date (give date)</p>	<p>Yes until November 2022</p>
<p>3. Have police checks (DBS disclosure) been carried out for group members who deal with children and vulnerable adults</p>	<p>We will organise for the volunteers we recruit for September to hold a DBS check</p>
<p>4. What steps have been taken to minimise any accidents, loss or damage to property or people or property.</p>	<p>We will produce a risk assessment and implement procedures to ensure the safety of everyone delivering the hampers and meals on the day</p>
<p>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?</p>	<p>Yes</p>
<p>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</p>	<p>No,</p>
<p>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</p>	<p>Not at the present time because we are in the process of recruiting volunteers. However, once this is in place we will induct our volunteers so everyone will be aware and understand our health and safety procedures when making up the hampers and delivering the meals</p>

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 will be thoroughly covered with everyone involved prior to the implementation of our initiative in September in our volunteer induction.
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Signed by ChairmanDate.....

Signed by SecretaryDate.....

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	Angela Woodward		
Position in group	Chairperson of Chapelgreen Community Hub		
Signed		Date	14.6.22