



# 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.***

Heart of Chapeltown - Community Enterprise Ltd

- 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

🌐 www.ecclesfield-pc.gov.uk

Your email address, if you have one

hello@traxxsheffield.co.uk

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

TRAXX Market, Marketplace, Chapeltown, Sheffield, S35 2UU

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

Burncross	
Chapeltown	✓
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?

We are the new organisers (through our non profit company) of TRAXX Market in Chapeltown. Through running the market, we aim to support the local community in various ways. The market supports local businesses and in turn the local economy, providing a platform for new and existing local businesses to start out, promote or further their business. It allows locals to shop local ad support their local businesses by providing multiple businesses in one convenient space. We have also seen the significant social benefits that the market has, providing opportunities for socialising and helping to reduce social isolation for all. We find that many of our visitors to the market are local people, who enjoy the opportunity to get out of the house and have some social interaction. Although this primarily impacts the Chapeltown ward, we do feel it would also be beneficial to other areas within the parish as residents can use the market and experience its benefits too.

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

This grant would be used to cover the rental costs on the market, allowing us to channel other funds (from stall fees) into improvements to the market, for example through wider advertising and making the market a brighter, more appealing place. Without this funding, there is not enough money in the market at this time to fund these improvements (due to reduced footfall and trader numbers following covid and the cost of living crisis) and there may not even be enough money in it for the market to stay open unfortunately. We are very passionate about restoring the market to what it previously was and making it a safe, enjoyabe place for local people to socialise and shop with local businesses, however this simply won't be possible without funding to cover the basic running costs which obviously have to take priority.

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

We do not currently have any other grant funding, our only funding comes from stall fees charged to those renting a stall.

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

Item requested	£ per item/activity	Total
Market rent	£ 1000pcm	£ 6000
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
<b>Total cost of activity</b>		<b>£ 6000</b>
<b>Total cost of grant requested from us</b>		<b>£ 6000</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.

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

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

1
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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.

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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	<input type="text" value="Katie Keeton"/>		
Position in group	<input type="text" value="Director/Market Manager"/>		
Signed	<input type="text"/>	Date	<input type="text" value="31-08-22"/>
	<input type="text"/>		<input type="text"/>

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><u>public liability insurance in the Group's name</u></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 31-08-22
3. Have police checks (CRB disclosure) been carried out for group members who deal with children and vulnerable adults	n/a
4. What steps have been taken to minimise any accidents, loss or damage to property or people or property.	Risk assessments and procedures in place on site.
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 - market may not be able to continue without funding support.
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, full risk assessments in place for all on site activities.
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.....