



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.*

192nd Sheffield Rainbows

- 2 Please give us your contact details.

Title

Mrs

First name

Clare

Surname

Russell

Position in group (if applicable)

Unit administrator

Address.

	Postcode

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

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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

192ndsheffieldrainbows@gmail.com

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

St. Mary's Church Hall, Pack Horse Lane, High Green, S35 3HY

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

Burncross	/
Chapelton	/
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?

192nd Sheffield Rainbows is a part of Girlguiding UK. Our girls are aged 4-7 and we meet weekly during school term times.
We offer a range of activities around the themes of Be Well, Have Adventures, Skills for my Future, Know Myself, Express Myself and Take Action. Through fun, friendship and challenge the girls are empowered to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community. We have girls from Chapelton, High Green, Burncross and Thorncliffe Wards who travel to us because there are few activities available that offer such a variety of activities for such a young age.

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 Rainbow unit closed in March 2020, due to the Covid lockdown. Unfortunately, due to a lack of volunteers, the unit has only reopened in September 2022. There was very little money left in the pot from March 2022 with a large Girlguiding membership fee, paid February 2020 and outstanding hall rent.
We now have a new unit team, a full unit of 20 new Rainbows and a waiting list for more to join as soon as space becomes available. We are applying for funding to help get our unit re-established and on a secure financial footing. Specifically for help with our hall rent, uniform for our 4 new leaders and some of the activities in our programme. This will allow us to direct the subs received from parents to high quality activities for the girls and saving for our annual membership fees, due February 2023, which we are expecting to be in the region of £1000. Normally we would accumulate these funds over a full 12 month period but only reopening in late September gives us only 5 months.

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

The group is funded by parents paying £4 per week for the 1.25 hour session.
This gives us an expected income from September opening to February Half Term of £1360
Membership fees for 20 Rainbows and 4 leaders is expected to be £1050
Expected rent costs £218.90

As you can see this leaves us only £91.90

We are applying for Gift Aid status to help supplement our income

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

Item requested	£ per item/activity	Total
15 weeks hall rental	£12.50	£187.50
Leaders Uniform T-shirts x 2	£19.25	£ 38.50
Young Leaders Uniform T-shirts x3	£19.75	£ 59.25
Plastic Table Covers x 5	£ 6	£ 30
Galt chunky wax Crayons	£ 3.49	£ 13.96
Programme resource card x 3 and Badge Books x 2	£ 3.85 +£6.00	£ 23.55
Programme Interest Badges x 24	£ 0.60	£ 14.40
Cash Box	£ 8.99	£ 8.99
Total cost of activity		£ 376.15
Total cost of grant requested from us		£ 376.15

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?

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.

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	<input type="text" value="Clare Russell"/>		
Position in group	<input type="text" value="Unit Administrator"/>		
Signed	<input type="text"/>	Date	<input type="text" value="14/11/22"/>
	<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 <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.	We are covered by Girlguidings insurance.
2. Is the premium paid up to date (give date)	31/12/22
3. Have police checks (CRB disclosure) been carried out for group members who deal with children and vulnerable adults	Yes
4. What steps have been taken to minimise any accidents, loss or damage to property or people or property.	Risk Assessments are completed for activities and hall used
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, we will not be able to offer the same quality of activities without outside funding.
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
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 ChairmanDate.....

Signed by SecretaryDate.....