



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

Community Groups Small Grants Programme - 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.***

Chapelton Cycling Club

- 2 Please give us your contact details.

Title

Mr

First name

James

Surname

Chester

Position in group (if applicable)

Chair


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:

Chapeltowncyclingclub@gmail.com

3. Full address of where your activities are based.

Activities are not fixed due to being a cycle club, all Go-ride events will take place at:
Chap Community Market, Market Place, Chapeltown, 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. I confirm we are a not-for-profit group. Please tick to confirm what kind of group you are (tick on box only)

Unincorporated association	✓
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A registered charity	No
If yes, please state your charity number:	

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

Chapelton Cycling Club (CCC), I established Chapelton cycling club in May 2022 due to the lack of local groups in the parish area, the club started slow but has now begun to gain members from across the parish. This year we have registered with British Cycling, we would like to continue our membership with British Cycling next year and also apply for CTT membership to allow more exposure to possible new members and give young riders the ability to enter into events and races.

Joining British Cycling has allowed us to take the first steps into operating a Go ride scheme to encourage and help children access cycling and develop their talents and possibly into future champions. We have already been approached by the Chap Community Market who wish to provide a safe space for these Go ride events free of charge to help grow the local community.

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

We already have a wide variety of people using CCC from 19 year old men who are training to compete in their first race to 70 year olds who like to come out to keep fit on a Sunday plod. We have received a lot of interest from women about joining the club, we are currently recruiting a female riders representative.

The main aim for our club is to remain a British Cycling affiliated club to be able to provide the Go-ride scheme to the local community for children aged 18 months to 18 years. These schemes offer an inclusive, fun and safe environment for all children with no prejudice to their gender or ethnicity. They will learn vital skills to ride their bikes in a fun way, allowing a natural progression to the cycling club and further if they wish to do so. All Go ride volunteers will be suitably qualified and DBS checked. We are planning to train all the volunteers in the remainder of 2023 and roll the program out in 2024.

We are also looking to establish a race team for 2024 to enter British Cycling & CTT events and allow our other members to access exclusive non race events provided by BC.

8. Does your group receive funding from anywhere else? Please state the amount of funding you have received from other funding bodies in the last 5 years, including Ecclesfield Parish Council. Please include if you have applied or received any additional funding for the project you are requesting the grant for.

None.

9. Please give us a detailed breakdown of what you want the funding to pay for and provide quotes to support your application:

Item requested	£ per item/activity	Total
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British Cycling Membership 2024	£100	£100
Cycling Time Trial Membership 2024	£120	£120
Club Cycling Race Kit	£122.10	£366.30
Promotional Equipment	£132.34	£132.45
Club Casual Go-ride Clothing	£10.80	£54
	£	£
	£	£
Total cost of activity		£772.75
Total cost of grant requested from us		£772.75

10. You must provide a copy of your latest financial accounts together with a copy of an up-to-date bank statement.

Currently unable to provide a statement account hasn't been active for a month.

11. Please list all the people who are authorised to make withdrawals from your account.

Name	<input type="text" value="James Chester"/>	Name	<input type="text"/>
Name	<input type="text" value="Alison Hiley"/>	Name	<input type="text"/>

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

13. Please give details of your bank account including bank, account number and sort code.

Account Number:

Sort Code:

14. 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	James Chester		
Position in group	Chair		
Signed	J C Chester	Date	15/08/23

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, please reply to the following few points.

QUESTIONS	TICK BOX OR ANSWER
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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.	.✓
2. Is the premium paid up to date (give date)?	Yes paid until 30/03/2024
3. Have police checks (DBS disclosure) been carried out for group members who deal with children and vulnerable adults	Yes & provided by British cycling for new volunteers.
4. What steps have been taken to minimise any accidents, loss or damage to property or people or property.	Closed secure area for children, with risk assessments.
5. Do you agree to repay the Parish Council if the event does not take place or the items that the grant is requested for are not purchased? Any unspent Grants, full or partial must be repaid to the Council unless otherwise agreed. Failure to do so may result in legal and other action by the Council and affect future grant assistance.	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.
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 Chairman...J C Chester.....Date 15/08/23.....

Signed by SecretaryDate.....

GRANT PAPERWORK CHECK LIST

PLEASE TICK THE BOXES BELOW TO SAY YOU HAVE INCLUDED THE FOLOWING PAPERWORK WITH YOUR GRANT APPLICATION FORM:

Up to date bank statement	✓
Up to date year end accounts	N/A
Up to date Public Liability Insurance	✓
Quotations for what you require the grant for	✓

