



# 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 Forum

- 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](mailto:admin@ecclesfield-pc.gov.uk)

🌐 [www.ecclesfield-pc.gov.uk](http://www.ecclesfield-pc.gov.uk)

Your email address if you have one:

info@choosechapelton.com

3. Full address of where your activities are based.

As above

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

Burncross	X
Chapelton	X
Ecclesfield	X
High Green	X
Thornclyffe	X
Grenoside	X

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	X
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A registered charity	
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 Forum is an umbrella organisation which includes a number of groups working to improve the local area, including Chapelton Litter Pickers, Chapelgreen Dementia Network and Friends of Chapelton Station.

Choose Chapelton is a subgroup of the forum, whose members are all local business owners. It was formed to administer the Economic Recovery Fund and bring people back to the high street post-covid. We have done this through funding improvements to the physical infrastructure and by arranging a number of well-attended events.

None of the individual businesses profit in any way from delivery of these activities.



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 are currently in the process of organising an event to commemorate the eightieth anniversary of the D-Day Landings, in which many service people from our community played their part, and their service, valour and sacrifice is commemorated here in Chapeltown.

As a legacy of that commemorative event, we would like to make no less than eighty single bed sized patchwork quilts, which, in partnership with Royal British Legion (RBL) it would be our intention to distribute these quilts to veterans living in care homes and those with dementia being cared for in their own homes, throughout the community.

While our commemorative quilts would be distributed among all ex-service personnel, RBL advise us that some veterans in their care were actually active in the D-Day operations.

As a most appropriate commemoration, we have sourced a fabric run called "Remembering", which we propose would be particularly appropriate to use for a number of the quilts -

<https://www.nutexuk.co.uk/fabrics/remembering/remembering-colp-101-90cm>

The commemorative event itself will take place on 8 June 2024. However, to meet that demanding production target, we would need to purchase fabric and start scheduling making days as soon as possible. The demand on our makers would be to produce ten quilts every month, beginning now (August 2023).

There is an active and enthusiastic quilting community in Chapeltown and the surrounding areas, which we have fostered and encouraged, and are already willing to take part in this public-spirited project. Most quilters have a collection of fabrics they are willing to donate and use for good causes. We do expect that a number of quilters will act independently and donate quilts.

However, with the support of this grant, we would have the ability to make this project as inclusive and accessible as possible, embracing the community at large in a project that both celebrates the generosity of our makers and commemorates the even greater spirit of our veteran service people in defending our community.

Making days are a critical part of this project. We will devise a schedule for makers to come in to work on quilts at our fully-equipped premises. With the support of this grant, we would be able to provide fabric for makers to take part, even if they are not in a position to fund a quilt themselves. To fulfil our ambition of eighty quilts for the eightieth anniversary, we would require to engage with as many makers as possible, including those unable to provide materials themselves.

Given the nature of my business, all materials will be purchased at a wholesale rate, and will go to the project at that rate, which is a considerable discount on nominal retail costs.

As we will be working with RBL, it is acknowledged that a number of the completed quilts will go outside of the immediate neighbourhood. As such will be acknowledged as a contribution from the makers of Chapeltown as a gesture of lasting gratitude from the community.

There are other, very clear benefits derived from having this project taking place in Chapeltown. We already have secured coverage from a national sewing magazine, who have agreed feature our work - we anticipate an initial feature asking for help making the quilts, and potentially another at a later date showing



the completed quilts). We have relationships with ITV Calendar and The Star newspaper, among other media outlets.

Part of our plan is to display the completed quilts at our D-Day event, and expect that initiative to draw additional visitors to Chapeltown. We therefore anticipate a return on investment which would be spread throughout the community without need for any further intercession.

The costs given below are the maximum cost of making all eighty quilts, should we need to fund materials for all of them. A sympathetic response to this grant application would be incredibly helpful towards reaching our goal.

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.

We received around £37k in financial year 22 – 23. This was used to make physical improvements around the village and arrange a number of events which were very successful at pulling people in.

We also received just under £1k from the LAC for a coronation event in May 23.

We have applied for funding from ERF#2, but have not yet been advised of an outcome, and there don't seem to be any timescales around an imminent decision at this stage. There is money in that application for a D-Day event, but not for this specific element of the plan.

Although we have provided recent accounts / bank statements for Chapeltown Forum, these represent the finances of a number of smaller groups. The actual financial assets of Choose Chapeltown currently stand at nil, pending alternative funding being sourced.

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
Quilt wadding - £345 for 27.4 metres, which will do 26 quilts - see attachment item 1.	£13.30	£1063.38
Quilt tops – to be done from a variety of fabrics. Quote is for £5.99 per metre plus VAT, but bulk may attract a slight discount. 3m per quilt - see attachment item 2	£21.56	£1725.12
Extra wide backing - £7.99 plus VAT per metre. Two metres will do two quilts - see attachment item 3	£9.58	£767.04
Binding – 0.5m per quilt at £2.95 plus VAT per metre	£1.77	£141.60

505 spray temporary adhesive – each one will do approx. three quilts – bought in threes, so 27 needed @ £19.72 plus VAT per three	£2.63	£212.98
<b>Total cost of activity</b>		<b>£3910.12</b>
<b>Total cost of grant requested from us</b>		<b>£2000.00</b>

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

11. 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"/>

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

2
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13. Please give details of your bank account including bank, account number and sort code.

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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.


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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	Lisa Birkett	
Position in group	Project Lead	
Signed		Date 02/08/23

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
1. Does the applicant/your group have adequate <b><i>public liability insurance in the Group's name</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>	Yes



2. Is the premium paid up to date (give date)?	Yes
3. Have police checks (DBS disclosure) been carried out for group members who deal with children and vulnerable adults	Not applicable
4. What steps have been taken to minimise any accidents, loss or damage to property or people or property.	Not applicable
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 – unless funding can be accessed, the project will be substantially adversely affected
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 .....John Housley.....Date.....31/08/23.....

Signed by Secretary .....Antony Simpson.....Date.....31/08/23.....

### **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	<b>X</b>
Up to date year end accounts	<b>X</b>
Up to date Public Liability Insurance	<b>X</b>
Quotations for what you require the grant for	<b>X</b>