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10 OCT 2023



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.*

25th Sheffield Ecclesfield Scout Group

2 Please give us your contact details.

Title

Mrs

First name

Jane

Surname

Kelly

Position in group (if applicable)

Cub Leader

Address.

	Postcode S35 8PF

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:

cubs@ecclesfieldscouts.org.uk

3. Full address of where your activities are based.

Scout Hut
Off Yew Lane
Sheffield
S5 9AL

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

Burncross	<input type="checkbox"/>
Chapelton	<input type="checkbox"/>
Ecclesfield	<input checked="" type="checkbox"/>
High Green	<input type="checkbox"/>
Thorncliffe	<input type="checkbox"/>
Grenoside	<input type="checkbox"/>

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	<input type="checkbox"/>
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A registered charity	<input checked="" type="checkbox"/>
If yes, please state your charity number:	511973

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

Scouts are a non-profit making organisation run entirely by volunteers. Scouting is the UK's biggest mixed youth organisation. We change lives by offering challenging activities, unique experiences, adventure and the chance to help others so that we make a positive impact in our communities. Scouts help young people reach their full potential by developing skills, including teamwork, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.

25th Sheffield Ecclesfield Scout Group have approximately 80 young people who regularly attend from age 6 to 14. We run a varied programme of activities at the Scout Hut, with groups attending 3 nights a week and some weekends. We keep our costs low for parents, so that Scouting is affordable to children from all backgrounds regardless of, gender, disability or ethnicity.

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

As a group we are very lucky to have a relatively large outside area, for our group to use for games, BBQs, bonfires and sleepouts. Use of our outside space is a key part of our Beaver, Cub and Scout programmes, developing respect and love for the world around them. We rely on volunteers to help us maintain our outdoor area, which includes a large, grassed area. Unfortunately, our current lawn mower is old and keeps breaking down. So we require a new lawn mower, which is robust, suitable to cut a large area of grass, and can be easily operated by any of our volunteers.

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.

- Sheffield CC Ward Pot – Aug 2023 - £400 – trip to Jorvik York
- Hedley Foundation- July 2023 - £1000 to purchase a new mess tent
- Asda – July 2023 - £400 – purchase archery equipment and 2 small tents
- Sheffield LAC – June 2022 - £300 - Jubilee event funding
- Sheffield Town Trust – May 2022 - £5000 – purchase 5 new external doors
- Co-op - Nov 2021 - £4,063.66 – Subsidise camping trips for young people
- Ecclesfield Parish Council – 2020 - £1440 – pay for hedge cutting & build raised beds
- Sheffield Town Trust – Jan 2020 - £1800 – Replace rotten wood on building with Upvc cladding
- Sheffield CC Ward Pot – Aug 2019 – £369.70 – Litter picking equipment

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
Lawn Mower - cobra 20" powered by B & S engine M51SPB	£	£ 446.99
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Total cost of activity		£446.99
Total cost of grant requested from us		£446.99

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?

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.

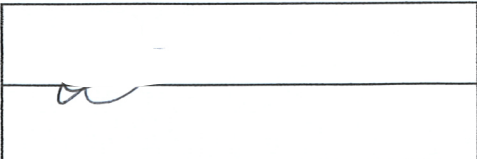
Please note that the Parish Council is subject to Freedom of Information Act 2000 and other related legislation. This means that most of the information you supply to the Council will probably be public. If you do not want any information released your grant cannot be considered.

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			
Position in group	Cub Scout Leader		
Signed			Date
			5/10/23

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 <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.	Yes
2. Is the premium paid up to date (give date)?	Feb 2024
3. Have police checks (DBS 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 carried out & regularly reviewed. Safety checks are carried out regularly
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?	No – but we will have to raise funds by another method
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?	N/A
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..... 1/10/2023

Signed by Secretary

..... Date..... 4/10/23

GRANT PAPERWORK CHECK LIST

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

Up to date bank statement	<input checked="" type="checkbox"/>
Up to date year end accounts	<input checked="" type="checkbox"/>
Up to date Public Liability Insurance	<input checked="" type="checkbox"/>
Quotations for what you require the grant for	<input checked="" type="checkbox"/>