



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 Hockey Club

- 2 Please give us your contact details.

Title

Mr

First name

Jason

Surname

Lincoln

Position in group (if applicable)

Treasurer

Address.

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

--

Your email address if you have one:

--

3. Full address of where your activities are based.

Chapelton Hockey Club C/O Caribbean Sport Club 399 The Common Ecclesfield Sheffield S35 9WL
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4. Which Ward will the project cover? Please tick the appropriate box (you may tick more than one):

Burncross	
Chapelton	Yes
Ecclesfield	Yes
High Green	Yes
Thornccliffe	Yes
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	Yes
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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?

Established in 1951, Chapeltown Hockey Club is a field hockey club, providing sports facilities to a diverse community with members aged from 5 years old to members in their 70s. The club currently comprises 3 adult mens' teams, 2 adult ladies' teams and a thriving junior section with over 50 children attending weekly training and monthly tournaments.

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 looking allocate excess funds from a previous grant award towards the purchase of new club kit, in particular towards Club Socks which will be provided free of charge to junior members when playing for the club as part of a "membership pack".

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.

No we do not receive funding from anywhere else.

The club generates all income through annual subscriptions and weekly match fees.

We have received fantastic support over the past 5 years from Ecclesfield parish Council, initially with a grant award towards the redevelopment and refurbishments of the Multi Use Games Facility at the Caribbean Club in Ecclesfield and more recently additional funds to further support this site.

The last award exceeded the final costs involved in completing the work, leaving an excess of £1061.

It is this excess amount we are looking for approval towards the purchase of additional club kit for members.

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
Club Socks Marroon (L) x 25	£7.70	£192.50
Club Socks Marron (M) x 50	£6.50	£325.00
Club Socks Maroon (S) x 70	£6.50	£455.00
White Socks (M) x 20	£6.50	£130.00
White Socks (L) x 30	£6.50	£195.00
	£	£
	£	£
	£	£
Total cost of activity		£1297.50
Total cost of grant requested from us		£1061.00

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

Name

Name

Name

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.

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	Jason Lincoln	
Position in group	Treasurer	
Signed		Date
		20/10/23

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 <i>public liability insurance in the Group's name</i> 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)?	Yes
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.	We have pitch risk assessments policies in place.
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	Yes

action by the Council and affect future grant assistance.	
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
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 Date... 23.10.23

Signed by Secretary Date... 22.10.23

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	✓
Up to date year end accounts	✓
Up to date Public Liability Insurance	Provided within our
Quotations for what you require the grant for	

AFFILIATION TO
ENGLAND
HOCKEY.