

20 NOV 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.*

Chapelgreen Community Hub and Fridge

2 Please give us your contact details.

Title  First name  Surname

Position in group (if applicable)

Address.

Postcode

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

Your email address if you have one:

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3. Full address of where your activities are based.

chapel green S35. H&A T Campus High green
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4. Which Ward will the project cover? Please tick the appropriate box (you may tick more than one):

Burncross	<input checked="" type="checkbox"/>
Chapeltown	<input checked="" type="checkbox"/>
Ecclesfield	<input checked="" type="checkbox"/>
High Green	<input checked="" type="checkbox"/>
Thornccliffe	<input checked="" type="checkbox"/>
Grenoside	<input checked="" 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 checked="" type="checkbox"/>
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A registered charity	<input type="checkbox"/>
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?

These are 2 main purposes for the group. The hub, which was a continuity of the H&A Health Network, which ceased to exist after Co-Vid. It is set up to support and help the community by having 4 sessions per year. Feb, May, Sept + Dec were we put together hampers for families who are in poverty and meals to vulnerable individuals in the community. We are hopeful that next year we will be able to have a greater involvement in Yorkshire Day. The main reason for the Fridge is to stop waste food going to land fill, by collecting food from supermarkets + Fare share, log and distribute to the community in the S35 area. We have started an Air Fryer lending library, but demonstrations in to show how by using Air Fryer + Food from Fridge, you can cook more efficiently, time + cost.

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

The grant will go towards meals + hampers Feb and May 2024. Most of the funding we receive is for the running of the Fridge and Air Fryer library. We would like to purchase a basic laptop and printer. This would make our recording of information to run the Fridge and record referrals for the meals + hampers, we could record spreadsheet sheets for members, volunteers + posters / flyers to publicise + promote all our activities.

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.

H - hamper  
F - Fridge

H, EPC - Hub - meals + Hampers, 2/8/22. £1000-00  
 F Arnold Clark - £2500-00 F Imprest Account £1000-00  
 H Bripps LTD - £500-00 F Imprest Account £1000-00  
 H Blakemore Foundation - £100-00, F Hubbub £800-00  
 F Seinsbury grant - £500.00 F Arnold Clark £2500-00  
 H Comm Save committee £915-00, F/ H SOAR, £1476-00.  
 H, H&A. £250-00 F, Hubbub £5000-00 ASDA 'H' £400-00  
 F Neighbourly £550-00 + £500-00, Hubbub 'F' £800-00  
 H Morrison's £500-00 Co-op F £1340-85.

Dates can be supplied if requested.  
 We receive small amounts of donations.

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
meals <u>Wiltshire</u> 2 course Feb + May 50 + 50	£ 8.00	£ 800
Food + gift for children Feb + May 50 50	£ 4.00	£ 400
Bag for hampers. Feb + May <del>80</del> 50	£ <del>1.60</del> 1.50	£ <del>160.00</del> 150.00
ASUS Vivobook 14. Laptop	£ 153.05	£ 153.05
HP Envey 60-202 All in one Printer	£ 89.99	£ 89.99
	£	£
	£	£
	£	£
<b>Total cost of activity</b>		£ 1646-19
<b>Total cost of grant requested from us</b>		£ 1646-19

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.

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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	John Housley	
Position in group	Treasurer	
Signed		Date

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>	✓
2. Is the premium paid up to date (give date)?	Yes 17/12/23
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
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
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.....

Signed by Secretary | ..... Date.....