



# 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.***

Grenoside Primary PTA

- 2 Please give us your contact details.

Title

Miss

First name

Lindsey

Surname

Beever

Position in group (if applicable)

Chair

Address.

	Postcode

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

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Your email address if you have one:

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3. Full address of where your activities are based.

<b>Grenoside Primary School</b> <b>Main Street</b> <b>Grenoside</b> <b>S35 8PQ</b>
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4. Which Ward will the project cover? Please tick the appropriate box (you may tick more than one):

Burncross	
Chapelton	
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	/
If yes, please state your charity number:	1016461

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

Grenoside PTA is a non-profitable charity who aims to enhance the school experience for the children of Grenoside and their families.

**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 is to fund the cost of the canopy that covers part of the playground – providing much needed sun- shade and all weather protection.

In the past we have held fund-raising events to purchase lower priced canopies but all have been destroyed by the weather. Therefore, we have had to source a higher branded item with a ratchet system to withstand the elements and safeguard from damage in high wind and heavy snow.

**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 do not receive any other funding. We hold our own fund-raising events within the school to cover costs.

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
Canopy	£1000.00	£1000.00
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
<b>Total cost of activity</b>		<b>£2620.00</b>
<b>Total cost of grant requested from us</b>		<b>£1000.00</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" value="Lindsey Beever"/>	Name	<input type="text" value="Julia Winder"/>
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.

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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	Lindsey Beever		
Position in group	Chair		
Signed	Lindsey Beever	Date	13/09/23

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><u>public liability insurance in the Group's name</u></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)?	Due 1/1/24
3. Have police checks (DBS disclosure) been carried out for group members who deal with children and vulnerable adults	N/A
4. What steps have been taken to minimise any accidents, loss or damage to property or people or property.	A ratchet system so the canopy can be adjusted in bad weather to safeguard against damage or children.
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 ...lindsey Beever...Date.....13/9/23.....

Signed by Secretary ...Julia Winder ... Date.....13/9/23.....

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

