



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.***

Friends of Chapelton Park

- 2 Please give us your contact details.

Title

Mrs

First name

Doris

Surname

Denton

Position in group (if applicable)

Hon Sec

Address.

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.

Chapelton Park, Chapelton, Sheffield

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

Burncross	
Chapelton	x
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	x
If yes, please state your charity number:	1118921

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

Raising money to improve facilities in the Park and putting on events to encourage more people to enjoy the park

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

Saturday morning (23rd March 2024) Easter Egg Hunt.

This is usually a very well attended event with up to 400 children and parents.

We put tokens around the wooded area for children to find and return to the bandstand in exchange for chocolate/sweets. There will also be Easter crafts and refreshments. We aim to do this as a free event to encourage as many families as possible to visit the park.

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.

Nov 2020 - £1000 from Parish, £500 Sheffield Town Trust, £1100 TARA for handrail.
Dec 2020 - £500 Parish for Hip Swing
Aug 23 - £250 Parish for Queens Jubilee
Mar 23 - £500 Ward Pot for container roof
July 23 - £500 Ward Pot for Gala
2022 - £9000 Parish for Memorial
+ various £6000 for Memorial
2023 - £500 LAC for container
2023 - £240 from LAC for Kings coronation
Nov 23 Parish £150 xmas

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
Chocolate/sweets for Easter Egg prizes	£150	£150
Craft materials and posters for the event	£50	£50
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Total cost of activity		£200
Total cost of grant requested from us		£200

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	Doris Denton		
Position in group	Hon Sec		
Signed	see scanned sheet	Date	29.2.2024

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)?	Yes 1.1.24
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 ChairmanM. Gethin see scanned sheet.....Date...29.2.24.....

Signed by Secretary D.Denton see scanned sheet Date.....29.2.24.....

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	To follow
Up to date year end accounts	x
Up to date Public Liability Insurance	x
Quotations for what you require the grant for	x