



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.***

High Green Scout Group

- 2 Please give us your contact details.

Title

Mrs

First name

Haley

Surname

Hague

Position in group (if applicable)

Scout Leader

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.

105th Sheffield (High Green) Scout Headquarters Pack Horse Lane High Green Sheffield S35 3HY
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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 type="checkbox"/>
High Green	<input checked="" type="checkbox"/>
Thornccliffe	<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: 516163	<input type="checkbox"/>

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

105th Sheffield (High Green) Scout Group have been part of the local community of High Green since 1926. We are a youth led organisation for young people aged 4 – 18 years, weekly we have over 100 young people and 30 adult volunteers participating in our group, over 95% of our members live within the parish area. Through a varied and balanced programme, scouting helps ensure young people gain skills for life, build friendships in their community, get physically and mentally active, build their resilience and take part in activities and experiences they would not otherwise be able to access, giving young people a better chance in life.

We are in the process of re-developing our meeting place, building a bigger and better headquarters so we can create additional new places for young people in the community to join us at 105thHigh Green Scout Group. The building will also be accessible to the local community as a meeting place if needed.

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

Our project would be to purchase new tables for our new Scout Headquarters hall. Our previous tables were no longer fit for purpose, being approx. 40 years old and incorrectly shaped (small squares 1mx1m) e.g. for group work and team building activities.

We would like to purchase a set of tables which can be used by all groups (including non scouting) using the new Headquarters. We require tables that are lightweight but robust to meet the needs of our young people and provide the ability to be transported on wheels (i.e. via a trolley), so they are more accessible, easier, and safer to access for all groups.

As I'm sure you can imagine, the use of tables are paramount to all of the activities we deliver to young people, ensuring they have a usable space with appropriate furniture to allow our leaders to deliver a varied and balanced programme.

Our previous tables and chairs were donated and shipped to an educational charity, 'Hope for children, chance of childhood', which supports children attending school in the Democratic Republic of Congo, Africa.

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.

March 2023- June 2024

YIF Capital funding - £1.8 million – RESTRICTED FUNDS

We have received capital funding through the Youth Investment Fund (YIF), as part of the levelling up funding via the Department of Digital, Culture, Media and Sport. This funds the demolition of our old building and building of our new headquarters to help sustain our group for another 100 years. This has been the dream of the group for a number of years, no other funding application has given us the opportunity to achieve this dream. However, this funding will only cover the fixed building fabric and does not cover fixtures, fittings or any other loose items. This is the only funding we have received in the last five years.

January 2023

YIF Pre-construction grant- £52,306 – RESTRICTED FUNDS

Whilst we were making the application for the YIF funding to replace our Scout hut we incurred a huge amount of costs to enable us to get to RIBA Stage 4, which we required to achieve before we could submit our grant application. This included costs for land surveys, architectural drawing services, mechanical and electrical drawings, structural drawings and planning application.

March 2020- April 2021

Covid Grants - £29, 863

These government funded grants enabled us to keep the group running when we had reduced income from the monthly subscription fees. The volunteers worked tirelessly to continue our section meetings by moving to online. As a result of their dedication, since covid restrictions have lifted we have the largest number on role for many years and a waiting list in all sections.

2019

Ecclesfield Parish Council Grant - £1,263.56

This grant was given to buy new thermal curtains and energy efficient light bulbs, as the Hut was extremely inefficient and we were looking for ways to conserve energy. Please note that prior to the demolition of the old hut, we donated all our lighting to another Scout Group in Sheffield for the modernisation of their building.

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
12 x Premier Tables 1830x685mm	£164.72	£1976.64
	£	£
	£	£

Total cost of activity		£4127.92
Total cost of grant requested from us		£1976.64

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?

2

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.

Yes – not an issue, we would welcome a visit from the parish council in addition at our opening ceremony (date TBC) or at a time which would suit them.

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

Haley Hague

Position in group

Scout Leader

Signed

H. Hague

Date

5/4/2024

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 – See attached
2. Is the premium paid up to date (give date)?	1 st May 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.	Policies and Procedures are in place and any incidents are discussed by the Trustee Board on a quarterly basis
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?	Yes
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 ...**R. Morrisey**.....Date.....**5/4/24**.....

Signed by Secretary ...**M. Raybould**... ..Date.....**5/4/24**.....

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