

Application for Broadclyst Parish Council Community Fund 2020 / 2021



Broadclyst Parish Council
GROWING OUR COMMUNITY

Large Grants Application Form

NB: this form is for grants between £501 and £2,000; for awards under this amount please use the Small Grants Form.

To avoid delays in processing your application, please take time to read the guidance notes before submitting your form and make sure to attach all additional information that we have requested.

Please ensure your application is submitted in plenty of time: we cannot pay for project costs that you have already incurred.

SECTION A: ABOUT YOUR ORGANISATION

Your contact details

Name of organisation: Broadclyst Rainbows (Girlguiding)

Main contact name and address: Holly Lomax, Broadclyst Rainbows
C/O Honeysuckle Cottage, Town End, Broadclyst, EX5 3HW

Main contact e-mail address: holly@hollyemail.co.uk or
broadclystrainbows@gmail.com

Contact number (in case of any queries): 07816119814

NB: personal data will be redacted before this form is published in any way.

Payment details

Grants are paid by BACS. Please give your club/group BACS details below (we cannot make payment into a personal or business account)

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[REDACTED]

[REDACTED]

[REDACTED]

Name as it appears on bank statement: [REDACTED]

Please note: Council can only pay grants into group/club accounts and cannot make grant payments into individuals private accounts.

SECTION B: ABOUT YOUR PROJECT

What is your project? What are you applying for the funding for?

We are Broadclyst Rainbows – the youngest division of Girlguiding. We opened the unit in September 2017 and meet on Fridays, term time only and meet at Clyst Vale School for girls aged between 5-7. We have three leaders which run the unit and all live in Broadclyst and Pinhoe. We occasionally bring in other leaders or parents or organisations to give us talk teaching us new things ensuring that we are able to run our meetings safely. All leaders are DBS checked, first aid trained and qualified to run the unit. We can have up to 18 girls and at the time we had to put a temporary hiatus in place because of COVID the unit was running at full strength with most of the girls attending Broadclyst Primary School. We follow the Guiding Programme for Rainbows and involve the girls in planning our wide and varied programme and work towards badges which the girls love! We make sure within our planning meetings that we have a mixture of indoor and outdoor activities and from time to time offer the girls trips away from the meeting place (for example, Clip and Climb, The Bear Trail or the pantomime or joining in activities with our other units in the district. We try our hardest to provide the girls the best activities we can and have lots of fun. We encourage the families of the girls to complete the rainbow interest badges at home. Once we have a new rainbow enquiry we contact the parents of the girls and add them to the waiting list. When they come of age we then invite the girls to come for a couple of taster sessions. Once the girls have decided they would like to join our unit we ask the girls to purchase their uniform and take their promise with us. The girls then embark on a journey of upto two years with us where if they would like can then go on to become a brownie – hopefully with the Broadclyst Brownies which meet at the Pavilions in Broadclyst.

Running the unit takes time and effort. Each of the leaders do this voluntarily with no financial remuneration. We do it because we genuinely love it! I started out my guiding journey at 10 years old and went on to become a leader. I took some time out whilst I had my first child but currently have 16 years active service as an adult leader. Lucy our other leader was a rainbow, a brownie, a guide then a leader and has never had a break from it! Leanne started as a parent helper when her eldest was a rainbow with us and has stayed with us since. We often talk about our leadership team and all the wonderful things we can achieve when working together and being able to provide this 'service' to the village is a pleasure.

If the girls start with us at their 5th birthdays, we watch them on an incredible journey from starting reception at school to when they leave us at 7 and have developed into young, strong minded ladies. We have to constantly change the things which we do in order to engage the girls. Sometimes we can have a unit of younger and shy girls who love to craft and at other times we have a very active set of girls who we have to do lots of active things with. It's amazing to watch the girls flourish over these years.

Our wonderful local village unit is always popular. I've been lucky enough to take my own daughter through Rainbows and at the start of Lockdown we had our other leader Leanne's daughter as a rainbow (having already taken her eldest daughter through) We were running at full capacity until COVID started. We always have girls on the waiting list and I would like to restart the unit and push our advertising so that we are once again at maximum capacity.

When COVID started last year our fabulous and popular little rainbows group took a temporary hiatus. This was a combination of government lockdown measures, guiding policies and our home lives. Over the last few months other units have been meeting

virtually. Our leaders decided to the age of the girls this was something we weren't prepared to offer. As the restrictions are starting to ease and the guidance from the government and guiding is starting to change we are now making plans to resume the unit from September (hopefully!).

In February this year Girlguiding took the annual census from our account. Regardless of how I feel about it this was standard policy! This is around £37 per child and likewise for each leader registered at the unit. Fortunately, we had monies left in our account to cover this cost. Despite not running the unit at the time, the census came in at around £666 (I've included this year's invoice). This has pretty much cleared our account now which leaves us in a tricky position.

Normally to collect this census money we would hold back an entire terms subs to cover the cost. Parents pay £30 a term (x3 a year). This means that we have less than £60 per girl per year to cover costs, unit meeting venue hire and everything else we need.

We have always talked of running a fun, exciting and varied unit and the money which were lucky enough to have in our account was there as a result of fundraising which I had done over the last couple of years (Waitrose funding and one of our Rainbows for her leavers Gold Award did a raffle which raised a significant amount of money)

When we restart in September we start back at almost zero. Frustratingly this means the things we could do with purchasing to hit the ground running we aren't able to do. It also makes budgeting difficult going forward. We do not have money to pay Clyst Vale up front and now find ourselves unable to purchase programme resources, badges, certificates, Christmas gifts, birthday awards and such like. We also have to bear in mind that the census will come round again in February 2022 and so any subs which we take in for the September term will already need to be squirreled away for this.

Unfortunately when we ended it was so abrupt. We were at maximum unit capacity. We had around 6 girls who were due to be moving up to Brownies. Over the year we have had girls reach their 7th birthday and will be moving up. We then need to look at the girls of age on our waiting list and invite them to come and start with us. The leaders and I feel really strongly about having a celebratory party. We want to be able to invite the old girls back and present them with their 'pots of gold' and leavers certificates. We want to invite back the girls who were unable to finish and have reached 7 over the last year and make a big deal of the time they had with us and finally we want to hit the ground running. We want to welcome the girls back to us and advertise ourselves so that we can grow back into the strong popular unit which we had a year ago.

Why do you want to carry out this project, why is it wanted, how do you know it is needed, who will it benefit and what difference will it make?

Why? Well that's easy. The leaders all want to give something back to our fabulous village. We all acknowledge that for the village to offer all of these wide and varied groups then people have to be willing to invest time and effort to make them work.

It is wanted because it gives the girls an opportunity to meet socially in an environment which is not academic. There are no wrongs and rights. The girls can come and spend time engaging in activities where their commitment and trying to best is all they need to achieve. We hope to give them an opportunity to spend time with like minded children where they are able to flourish, engage and enjoy what we offer them. The number of girls we have and those on the waiting list hopefully show that we offer a very popular group within the village.

I know it is needed because of the amount of girls that we have a the unit and the waiting list. We then act as a feeder unit for when the girls (hopefully) go on to brownies.

It benefits local girls aged 5-7 and the three of us leaders!

We make a huge difference! I see that as I walk down school lane to collect my two children and see many girls calling 'Bee' at me!!

Proposed timing of the project/ spending the money

Start: August 2021

End: February 2022

SECTION C: FINANCE. Details of Costs and Funding Sources

What is the total cost of your project and how have you arrived at that cost? (Please include quotes where applicable)

Clyst Vale Rent (per term inc admin fees) c£141 X 2 (Autumn Term 2021 & Spring Term 2022) = £282

Guiding Census February 2022 for the 3 x Leaders & 15 Girls (I have calculated numbers on the waiting list and this is the amount of girls I anticipate in the unit when census is due) **c£37 P/P = £666**

Baker Ross Order = c£40

Hire of Broadclyst Leisure Centre to reopen unit, invite leavers back and promote unit to encourage our membership back to full capacity = c£100 (Should the funding be approved, we would welcome any members of the parish council to come to an evening and watch us at work!).

How much money are you applying for from the Large Grants Community Fund?

£1088

What other funding has been identified? (Please list all additional funding)

£None currently but please see notes below

Is there a shortfall?

N

Is Yes, how much? £N/A

Please give details of other sources of funding (including details of internal fund-raising and external grants). Also include details of any in-kind support (such as people giving their professional skills or time for free).	

The girls each pay (currently) £30 subs per term. We will be increasing this to £35 per term and are considering a joining fee in the region of £10/£15.

We have submitted our Gift Aid application. During the time the unit has been running (since 2017, less the COVID year) we have always held this in reserve as an emergency rainy day fund. We have now applied for that although at this time we do not know how much we will receive. When each girl starts with us we get the parents to complete the gift aid applications. We are hoping this could be in the region of £200.

I have seen that Arnold Clark are offering community based funding and I am considering an application there although I notice that this is more of a lucky dip than a guaranteed source. They offer funding ranges of £100, £250, £500 and £1000.

As a unit we could consider 'bag packing' at one of the large local supermarkets when COVID permits. This would entail the girls meeting the leaders on a shift basis during a whole day and helping customers pack this shopping in the hope of receiving a donation in return. This could bring in the region of £100.

When the Matford Car Boot opens the leaders and I can consider going to help marshall the day. This could bring in the region of £50 for the unit.

When the Broadclyst Fun Day restarts we would look to have a stall for the day to encourage our membership and get our names known. We would look to have some pocket money tombolas, 'guess the names' and human fruit machines etc.

When the VIP Group was running the scarecrow hunt, the girls made a scarecrow 'rainbow' which sat on my fence (with a campfire and toasting marshmallows). The VIP Group donated some monies to our unit, for which we were very grateful.

If there is a shortfall in funding the project, please tell us how this will be met:

None

SECTION D: MONITORING, EVALUATION, AND EFFECTIVENESS
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Please supply details of how you will monitor progress of your project / activity and how you will evaluate its effectiveness

Each of the figures given above are tangible spends which will need to occur over August 2021 – February 2022. This can be supported through the census invoice for 2021 (with a view to what the census will be in 2022). I also include the unit venue hire costs for one term but this will be the same across the two terms which I am asking funding for. I would happily provide the receipts for the baker ross order once completed.

It's effectiveness will be shown in the amount of girls I have at the unit! The more enjoyment, the more girls! They then go on to Brownies (in the village) and then guides (in the village!).

SECTION E: SUPPORTING INFORMATION

For Large Grants of over £501, applicants are required to submit:

- a. A written statement of how the grant is to be used (Section B of this application form);
- b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
- c. Details of a bank account held in the name of the applicant organisation requiring at least two signatures for cheque transactions or cash withdrawals;
- d. The accounts of the organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies if appropriate (Section C included on the application form);
- e. A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation;
- f. An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);
- g. A copy of the organisation's Public Liability Insurance to the value of at least £1 million;
- h. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);
- i. Details of how the organisation will assess the effectiveness of the activity or project (section included on the application form).

SECTION F: DECLARATION

By submitting this funding application, I confirm:

- that I am authorised by the group to apply for grant funding;
- that this application complies with Council's grant funding criteria;
- that the group agrees to provide a report after 6 months of any award being made as a condition of funding;
- that the group will include Broadclyst Parish Council in its publicity;
- the application is accompanied by all supporting documentation listed in Section D;
- that there is a plan in place for evaluating the project's effectiveness;
- that any unspent monies shall be returned to Council;
- should this organisation be discontinued, funds up to the value of this grant will be returned to the Parish Council.

Send this completed form with any accompanying documents (e.g. quotes) to:

**Broadclyst Parish Council
Angie Hurren**

office@broadclyst.org
clerk@broadclyst.org

01392 360269

You will receive an acknowledgement and be given an approximate date when you should hear if your application has been successful.

If you have any queries or require any help completing this form, please contact us in the first instance

Signed: H Lomax

Print: Holly Lomax (Electronically)

Date: 12.05.2021

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.

Please use this space for anything else you would like to tell us in relation to your project or this application (continue on a separate sheet if necessary).

For Broadclyst Parish Council Use Only

Application assessed by Officers on (date):

Recommendation to Council:

Application Approved / Refused by Broadclyst Parish Council.

Amount of grant awarded:

Reason if different to amount applied for:

Date of Decision:

Signed on behalf of Broadclyst Parish Council:

Chairman:

Clerk:

Cheque date of issue and ref:

Follow-up report received and date of:

Additional notes: