

Application for Broadclyst Parish Council Community Fund 2021 / 2022



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 co-ordinated Groups Platinum Jubilee

Main contact name and address:

Held by office

Main contact e-mail address: Held by office

Contact number (in case of any queries):

Held by office

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)

Sort code:

Account Number:

Bank:

Name as it appears on bank statement:

As representatives from various groups in Broadclyst have come together to plan a joint celebration we do not have a bank account as it is a one off. We could if

necessary open a specific account if needed, and close it again after the jubilee.

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?

The project is to provide a wonderful day of fun and entertainment inclusive of all generations, and regardless of family income, to celebrate and mark the historic occasion of the Her Majesty the Queens Platinum jubilee. The planned events are intended for residents of Broadclyst Parish. It is intended that there will be provision of entertainment free or at low cost to families to enjoy.

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?

To our knowledge there is no similar event planned in Broadclyst on Thursday 2nd June. Traditionally commemoration mugs would be given to children but this event is something for everyone. It's purpose to bring residents and their families together to celebrate this special occasion.

We want to do this as a mark of respect to her majesty for a life of service. To show children that this is a unique time in history. It is also intended to build community spirit and enable local families to enjoy time together.

The event is planned to run from Wednesday 1st-June to Sunday 5th June 2022.

The request for funding is for one day only which is Thursday 2nd June.

1st—5th June -Exhibition of Quilting and needlework in Broadclyst church, refreshments available.

One day main event on Thursday 2nd June to include....

- Narrow Gauge steam train, 10.30-4pm
- Professional magician, show for children and adults alike. 3pm-5pm
- Bouncy castle.....10-6pm
- Cream teas and refreshments throughout the day.
- Andrew Liddicoat will attend with his ice cream van during the day for sale of ice creams.
- Evening entertainment, A free Fire Extravaganza show, 'Bring your own chairs and picnic'

Proposed timing of the project/ spending the money

Start: Thursday 2nd June 2022 **End:** Thursday 2nd June 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)

Total cost £1,667

Breakdown:

Childrens bouncy castle 10am-6pm plus staff provision	£320
Magician 2 hours (3-5pm adults as well as children)	£225
Face painting	£90
Scintillating Circus Entertainer, Kat Collett Evening show	£482
To provide free cream teas for food bank families	£100
First aid cover	£150*
Bunting, tableware, flags etc	£300

Written emails with quotations obtained and available to view.

First aid price TBC

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

£1,667

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

**£
Have made attempts to obtain funding from other sources but unsuccessful**

Is there a shortfall?

N/A

Is Yes, how much? £

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).

Exeter & District Model Engineering Society are attending in order to lay a track and run the narrow gauge steam train. They will give their time and travelling expenses free but they will charge people a nominal fee for a ride to defray expenses incurred in running the train.

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

Sadly in view of the present financial climate, there would not be any individual private

donations, and no local family would be able to offer financial support and in which case the activities planned would be cancelled.

SECTION D: MONITORING, EVALUATION, AND EFFECTIVENESS

Please supply details of how you will monitor progress of your project / activity and how you will evaluate its effectiveness

Regular face to face meetings are planned to monitor and advance the planning.

Minutes are taken with a record of those attending and the local groups they represent.

Members of the group are in regular email contact.

The effectiveness of the project would be judged on attendances on the day, as well as the enjoyment of those attending.

As most of the activities planned would not cost people any money to participate financial remuneration at the end of the day could not be used as a measurement tool.

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: Held by office

Print:

Date: 17/3/2022

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)

This event expects to attract attendees from the village and across the parish. As it will only be advertised locally, it is not expected to draw in crowds from other areas.
Approx. 30-400 guests are expected
The event is free for all to attend.

For Broadclyst Parish Council Use Only

Application assessed by Officers on (date):12.04.2022

Recommendation to Council:

This community event has been organised by a small group of community stalwarts from:

- Broadclyst Church
- Broadclyst WI
- Broadclyst Gardening Club
- Broadclyst Environment Group
- Broadclyst Craft ladies

in conjunction with the Broadclyst Parish Council.

The Parish Council has provided technical support for event planning, prepared the Risk Assessment and arranged insurance cover, and has advised on correct event procedures. The event RA returned initial low-risk scores on the matrix for most activities; where risk is raised, the liability has been mitigated to low by the appointment of professional / expert workers (eg bouncy castle, and train).

As the Council's Proper Officer, I am satisfied that the organisation committee is competent to run this event on the day.

Financial risk management:

As the group is informal and does not have a bank account, the PC will hold the monies and pay the entertainer's etc direct.

Recommendation to Finance Committee:

To approve the grant for £1,667 for this event.

Reason for recommendation:

To support an informal group of people who have come together to organise an event for the community to celebrate HM The Queen's Jubilee.

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: