

# 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:** 1<sup>st</sup> Broadclyst Guides

**Main contact name and address:** Hazel Went  
Held by office

**Main contact e-mail address:** broadclystguiding@yahoo.co.uk

**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)**

**Held by office**

*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?**

Broadclyst Guides are running a Space Camp in August 2023, offering the girls the opportunity to stay away from home in a safe environment, to have fun, and to learn camp skills and a variety of other skills – including building and undertaking experiments in a lunar module as a group. We are also inviting older Brownies to join us for the day, to allow them to see what happens in Guides and how camp works. Many of the Brownies and Guides are still experiencing the long-term effects of the coronavirus pandemic, in that we have seen a significant increase in anxiety levels in the girls, having missed out on multiple experiences during this time.

While we have been taking the Guides camping, and the Brownies on indoor sleepovers, for many years, we don't have our own camping equipment and have generally shared with other units. However, as our unit is expanding this isn't a sustainable option, and we don't want to have to limit numbers based on the tents available out there or hire tents. Having our own tents would also enable us to have sessions in-unit to develop the Guides' skills and confidence at erecting tents together, and help them understand how to take care of the equipment. We are planning on holding a fundraiser later this year for other camp equipment, but the tents are the most important kit we need.

One of the reasons we offer camping to the Guides, in addition to the experience of being able to camp, is that it is the most cost-effective way to take the girls away. We are aware of the impact of the increased cost of living to families; while we are able to offer tactful subsidies/reductions in cost, this does impact on the overall budget for the camp. We will be staying at the Taw Bottom campsite, which is owned by Girlguiding Devon and therefore we have preferential camping rates. However, we will need to take the equipment and activities down in a van – which is one of the biggest costs of the camp. If possible, we would like to apply for the cost of the van, which means that the funding we do have will be able to go towards the activities we will offer the Guides.

**We would therefore like to apply for the cost of 2 tents and the hire of the van for this camp.**

### **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?**

Broadclyst Brownies and Guides are girls aged between 7 and 14 who meet weekly during term-time, offering a safe and structured environment for the girls to make friends, develop their confidence, learn new skills and try new things, and just to have fun!

We take the girls away on holidays and camps as an extension of our usual meetings, in order to offer the Brownies and Guides new experiences, and we often meet with other units on these holidays and camps to enable the girls to meet new people and see how they fit within wider Guiding. As already mentioned, we have noticed a significant increase in anxiety levels of the girls; we recently took the Brownies away for a 2-night indoor

holiday, many of whom had never slept away from home before due to covid. Unfortunately, even sleepovers with friends have been off-limits for the past few years. We try and offer the girls a safe environment in which to stay away; despite some of the girls worrying that they wouldn't be able to tolerate a night away, all of them managed to stay with us the whole time and want to come back again! Our Brownies and Guides have different abilities and particular needs, and we aim, through all our activities and holidays, to support and nurture the girls and provide tailored opportunities to develop and succeed.

Of course we will be giving the girls badges as a reminder of their stay: we are designing and creating a series of badges which fit together to make a rocket.

We also try and offer the most cost-effective holidays, as we want to enable all girls to have access to the same experiences in Guiding. Camping is much more cost-effective than staying indoors, particularly staying at Guiding sites. Having our own tents would mean that we are able to take the girls away without having to rely on other units' equipment or hire it, and would also provide accommodation for our entire unit, rather than limiting the number of girls who are able to go.

**Proposed timing of the project/ spending the money**

**Start: 01/05/2023**

**End: 05/08/2023**

## **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)**

Van -

Best price =£288.00 (including VAT) – please see attached quotes

Tents – would need 2x 8 person, or 3x 6 person

Best price = £860 – based on the Go Outdoors price for 2x 8 person – free delivery

Please let me know if you would like to see the overall budget (still in development) and programme for the camp.

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

**£1048.00**

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

**£tbc; cost to girls is £65 for a 4-day camp – will cover on-site stay, food/health/consumables, and some activities.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------|
| Is there a shortfall?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N | Is Yes, how much? £ |
| <p><b>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).</b></p> <p>Brown Owl is applying to stores such as B&amp;Q and Tesco under their community scheme for materials for activities; and will be using equipment already accessible to the units. Some materials have already been donated to us for the camp.</p> <p>We will be borrowing a telescope and various pairs of binoculars for stargazing; all leaders are volunteers and two leaders are/have been scientists and ideally placed for the development and delivery of the space camp programme.</p> <p>In the longer term, for other pieces of camp equipment, we will be holding a fundraising event in the autumn and exploring other sources of funding. If there is enough from the fundraising to source the equipment we need, we will raise funds towards the rental of our storage unit for a year, as even a contribution towards the cost would be incredibly helpful.</p> |   |                     |
| <p><b>If there is a shortfall in funding the project, please tell us how this will be met:</b></p> <p>The activities will be planned around the budget we have available, and so if we need to be creative then we will. I have been putting together the activities, as time has allowed, over the past couple of months.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |                     |
| <p align="center"><b>SECTION D: MONITORING, EVALUATION, AND EFFECTIVENESS</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |                     |
| <p><b>Please supply details of how you will monitor progress of your project / activity and how you will evaluate its effectiveness</b></p> <p>Before the camp, we will be asking the girls for their own assessment of their confidence/competence in various areas – we'll be doing this in an age-appropriate way, asking them to add a smiley to various options. We will do the same after the camp to see whether there has been an improvement in these areas.</p> <p>We will also be asking for feedback on the activity boxes we are planning for them, and also asking what they want for future camps and what they'd change.</p> <p>We also aim to gain feedback from parents after the camp.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       |   |                     |

## 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](mailto:office@broadclyst.org)  
[clerk@broadclyst.org](mailto: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: redacted

Print: HAZEL WENT

Date: 11-04-2023

**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).**

Please note: for the documentation you need, our Equal Opportunities Policy isn't downloadable as a document, it is live on the internet. The link is: [Equality and diversity policy | Girlguiding](#) (last accessed 11-04-2023)

Similarly, our Safeguarding Policy can be found at: [Safeguarding policy | Girlguiding](#) (last accessed 11-04-2023).

**For Broadclyst Parish Council Use Only**

**Application assessed by Officers on (date): 15.4.2023**

**Recommendation to Council:**

- i. The application fits grant criteria
- ii. The required accompanying documents / information has been submitted alongside the application.

Approval is recommended, with a report to council in the autumn to say how the camp went.

**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:**