

Application for Broadclyst Parish Council Community Fund 2023 / 2024



Broadclyst Parish Council
GROWING OUR COMMUNITY

Small Grants Application Form

NB: this form is for grants up to £500; for awards over this amount please use the Large 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 VIP

Main contact name and address: [REDACTED]

Main contact e-mail address:

broadclystvips@outlook.com

Contact number (in case of any queries):

[REDACTED]

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: [REDACTED]

Account Number: [REDACTED]

Bank: [REDACTED]

[REDACTED] Broadclyst VIP

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?

Annual light switch on and lantern parade.

Applying for funding for hot chocolate (and all the trimming) mulled wine, mince pies and cookies, hall hire for lantern making and lantern making equipment and tea lights.

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?

This will be our 5th Christmas light switch on, and each year we try to ensure we include the whole community, and after last year's success we plan to repeat our lantern parade and outdoor event.

We have tried to think about all ages and members of the Parish, and we feel the light switch on is a really popular event that brings in all ages groups. We know everyone really looks forward to it, and love seeing the lights on each evening.

There will be lantern making in the day for a small fee, and then we will do a parade with the lanterns through the village to the green behind the victory hall tree, where we will do our light switch on, and we will have Carol singing (Broadclyst Theatre Group)

After, we have Ember Pizzas and Flippy Chippy for our food options and the social club for drinks after.

We would like to apply for a grant to provide simple and festive drinks and snacks to all those that attend which will be given to them free of charge.

We have decided we won't be advertising that it will be free, but on the day we hope it will be a nice surprise for our parish, who support us with all our events. We feel it's a nice give back to the community. We will be sure to say it was funded by the Parish.

We will have a lit up Gazebo where this will be served outside.

Proposed timing of the project/ spending the money

Start:

End:

Our event is on the 30th November from 10am 20:00 pm

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)

aiming for 200 guests

mince pies £20 (20 boxes £1 for 6)

Hot Chocolate tub £12 (1kg)

Milk £25 (including dairy free options)

Marshmallows £20 (bulk bag x2)

Spray cream £22 (about 9 cans)

cookies like polar express style £60 (£5 for 18)

Mulled wine £50 20 bottles

Hall hire for lantern making £40

Lantern making equipment (scrap store) - including string lights for lanterns, and glue guns glue -£100

total £349

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

£ 349

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

£

Is there a shortfall? N

Is Yes, how much? £1800 which is the cost of the lights.

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).

Betsy Joy cakes donating cakes for the lantern making crafts

VIP members baking cakes for above

(which will be sold at a low cost for snack options during the activity)

Social Club - general support helping to run this event, use of socket to power our uplights and other additional lighting

Victory Hall- Power for the lights through December

Members of the community donating bluetooth speakers, pa systems, tables, gazebos etc

School - doing a lantern making activities with the children for the event

Parish - providing some barriers to section off a footpath (if thats ok please?)

Broadclyst Theatre Group -singing on the evening

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

The vip are thinking of ways to to raise some additional funds to funds the lights, this will be either through a sponsor, just giving page or an additional event.

SECTION D: SUPPORTING INFORMATION

For Small Grants of up to £500, applicants are required to submit:

- a. A written statement of how the grant is to be used (section B of this form);
- b. Applications must be supported by annual accounts and recent bank statements of the organisation covering the last 12 months;
- c. In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan in lieu of annual accounts;
- d. A written set of rules, constitution, or another governing document. These must be current and properly authorised;
- e. Grants requested for maintenance of improvement purposes must be supported by a minimum of two estimates for the work specified;
- f. A copy of Public Liability Insurance if the grant is to be used as a public event.

SECTION E: 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;
- the application is accompanied by all supporting documentation listed in Section D;
- 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: 

Print:

Date: 19/09/2024

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.

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: