

Application for Broadclyst Parish Council Community Fund 2023 / 2024



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: [1st Pinhoe Scout Group](#)

Main contact name and address: [Peter Newman](#)

Main contact e-mail address: gsl@pinhoescouts.org

Contact number (in case of any queries):

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?

We've started the process of opening a new provision for 4-6 year olds called, Squirrels. Squirrels is intended to help young people gain skills for life at a time when it matters most and where it's most needed.

Our planed evening will be a Friday 4.45pm – 5.45pm
Initially starting with 12, once the volunteers have settled & they have more experience increase to the recommended membership of 18 on a weekly basis.
The one hour sessions will be a brilliant opportunity for our young members to take their first step into being part of Scouts, and they'll help everyone get ready for the adventure of school too.

The sessions will be packed with outdoors activities, fun, games, badges, laughter and so much more to help our youngest members learn the skills they need for life. None of this would of course be possible without the support of our new volunteer leaders (we are still recruiting) who plan and deliver such an inspiring programme of activities.

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?

We already have a large waiting list of young people wanting to join our Beaver section, the majority of these are already eligible to joint this new section. Interest to join Squirrels has been phenomenal.

Proposed timing of the project/ spending the money

Start:

End:

Mid/ End of March 2025

No Plan To End

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)

£1000

This is an approximation suggested of the cost to launch the new section of Squirrels. This includes the cost of the section mascot, leader uniforms, materials for crafts and such like for the first terms activities, story books, programme planning materials inc manuals & books etc. In due course, once established the section will be self funding through the termly subscription cost.

How much money are you applying for from the Large Grants Community Fund?	£600.00
What other funding has been identified? (Please list all additional funding)	£400 From existing Group funds
Is there a shortfall? N	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). Funding internally from scouting for new squirrel sections ran out some time ago. The Group will be funding the online administration subscription costs, storage facilities for equipment & any other unforeseen initial costs. If we do not receive any grants, also leader uniforms. Group & other section leaders are initially helping to launch the section, until the new volunteer leaders are established and comfortable in their roles.	
If there is a shortfall in funding the project, please tell us how this will be met: This will be taken from existing Group funds.	
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. Monitoring, attendance & volunteer participation and support. Quality of activities & program will be monitored by the Group leadership team, against the scouting fundamental requirements.	

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

Signature redacted

21.02.2025

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:

BACS ref:

Follow-up report received and date of:

Additional notes: