

Application for Broadclyst Parish Council Community Fund 2025 / 2026



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: Clyst Vale PTFA

Main contact name and address: c/o Clyst Vale PTFA, Station Road, Broadclyst, Exeter, EX5 3AJ

Main contact e-mail address: clystvaleptfa@gmail.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)

[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?

PTFA Start-Up Fund (Phase 1)

This application for funding is to support the committee with the re-establishment of the Parents, Teachers & Friends Association (PTFA) for Clyst Vale Community College (CVCC) – this is “Phase 1” of our full project and with the funds available we hope to establish an independent fundraising programme that will enable us to achieve Phase 2. (proposed future projects are detailed also).

Background:

The previous Clyst Vale PTFA equivalent group was discontinued several years ago. In recent months, in response to collaborative discussions with the school leadership team, a group of supporters of the school has formed to re-establish the association. The association seeks to improve and support the education, wellbeing and opportunities for the students at CCVC.

What we would use the funding for

Some initial start-up funds will be required; we have identified the following as key/essential:

- **Physical advertising board** on school site has been identified as a key for communicating to students and parents what is happening that day/upcoming events e.g. cake sales and refreshment stalls. A site for installing has been identified. We have identified a weatherproof external lockable notice board – **cost £230 approx.**
- **Event shelter/gazebo** –many options are available (and range of prices) but we would like to buy a sturdy and durable option so would **allow £150** for reasonable quality.
- **Clear plastic storage boxes** for uniform sale shop sorting – sturdy/size appropriate for storage cupboard/wheels for easy movement preferable (**approx. £30 for 3 pieces**)
- **Stationery Fund** – for processing and packaging of the uniform sales (packing tape dispenser gun and tape set £15 approx. Scissor set £7. Other stationery – marker pens/packing bags/labels/a4 paper for signage approx. £20) **Approx £40**
- **Dry Cleaning donated prom dresses:** We have some donated second-hand dresses for a developing promwear hire system – at least two require professional dry cleaning – a quote from “Timpson’s” was between £15-20 per dress (however less if sent in bulk). If we could allow £20 per dress this would be **Approx £40**

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?

PTFA organisations (or likewise) may be integral for a school community to thrive, particularly at this present time where other funding cuts are undoubtedly impacting on schools. It is key that local communities come together to ensure school students get the best opportunities possible; the PTFA aim to work in collaboration with

CVCC to help achieve this. Initiatives such as this help the school-parent relationship to develop positively; our aim is to play a role in this collaborative and cooperative school community.

By establishing this project (Phase 1), our aim is then to generate our own further funds for some, or all, of the following things (Phase 2):

(please note Phase 2 is NOT what we are requesting direct funding for here – Phase 2 is described below only to detail what our ultimate aims/goals are with fundraising once we are established).

NB: The intention of the PTFA is to offer improvements and resources that benefit the wider/whole school populations (rather than targeted groups) and that the whole community of children should benefit, as far as possible, from our fundraising activity.

PTFA representatives met with the student council and principal (and discussed with other subject teachers) on Wednesday 9th July. Although many other reasonable requests were made, the following *specific* things were proposed as “priority” for by the school staff and student council:

- Musical instruments: the music department have researched installing a digital/linkd keyboard system that can be used by all students in their music lessons - identified as a high priority. Also, a small selection of samba instruments may be requested.
- Sports and outdoor equipment – during break and lunch times the recreational areas could benefit from the following:
 - Volleyball nets
 - More footballs
 - Basketball hoops (with nets/backboards)
 - A second drinking water fountain (long queues at the only single operational one)
 - Make good or replace existing weather/seating shelters which are currently mostly frames without covers which have been lost in high winds.
- Due to hot weather spells in the late summer term in recent years one building (the humanities block) has been identified as unpleasantly warm/hot and not conducive with learning in by both the students and teachers. This had led to some disruption of learning and students were asking if a fan or cooling system could be considered/costed at some stage.

Proposed timing of the project/ spending the money

Start: Immediate when funding available
End: One month from funding being made available

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)

- **Physical advertising board** We have identified a weatherproof external lockable notice board – **cost £230 approx.**
- **Event shelter/gazebo** –allow **£150** for reasonable quality model.
- **Clear plastic storage boxes (approx. £30 for 3 pieces)**
- **Stationery Fund – Approx £40**
- **Dry Cleaning donated prom dresses:** quote from Timpsons was between £15-20 per dress **Approx £40**

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

£490

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

Is there a shortfall?

Y / 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).

At present, we are relying on early material donations of cakes/dresses/uniform items and uniform sales to fund some basic events (ice lolly stall and fun day stall). PTFA members are currently bringing own stationery or borrowing items from friends of family e.g. storage boxes/donation bins. All PTFA members are giving their time to help get the project underway.
We were given around £50, from previous school uniform sale, by the school with which we have purchased contactless card machine and cash box.

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

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: [redacted]

Date: 22/9/2025

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: