

Kingston Parish Council

Financial Grants Scheme

Application form and guidance notes for applicants 2021-2022

These notes explain the background to the council's financial grants scheme. Please read them carefully before you complete the grant application form.

Kingston Parish Council Grants Policy

The council's grant scheme is designed to support small community groups in Kingston and encourage the development of new groups.

The aim of the scheme is to promote an active community by supporting voluntary, non-profit and charitable groups within the village to help develop or improve the services and activities they provide.

The council has the power to give such financial assistance under various statutes. Those relevant to Kingston include:

Local Government Act 1972:

S137 in respect of expenditure for purposes not otherwise authorised, which are considered to be in the interests of, and bringing direct benefit to, the area and its community.

S147 in respect of provision of information concerning services available S145 in respect of provision of entertainment or development of arts and crafts

Local Government (Miscellaneous Provisions) Act 1976:

S19 in respect of provision of recreational, social and sporting

facilities. **How the scheme works**

The total grant fund available for any financial year is £1,000, and once those funds have been allocated to individual projects other applications will be informed and carried over for consideration in the next financial year.

Most grants will be given for a maximum of a few hundred pounds only.

Applications are accepted throughout the year for review at the council's next appointed meeting and can be made towards a special project or the running costs of your group. Funds will then be dispersed to successful applicants.

General conditions:

- Applications will not be considered from individuals or commercial or business organisations.
- Applications will not be considered from groups whose fundraising is sent to their central headquarters for redistribution
- Applications will not be considered from groups who intend to oppose or support any particular political party or to discriminate in any way • The group must have clearly stated aims and objectives
- The group must provide a written constitution which has been formally adopted by its members or similar document of agreement if the association is less formal.
- The group must provide or propose to provide an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.
- If the group is constituted it is required to submit accounts for the previous year or in the case of a new group or less formal group a comprehensive budget and activity plan.
- If the group is constituted it is required to have a bank account in its own name
- In the case of a less formal group a named organiser should be nominated by the group to act as treasurer for the purpose of the grant administration and to receive the grant on behalf of the group. These arrangements should be minuted at the group's meeting and a copy of the minutes supplied to Kingston Parish Council.
- Kingston Parish Council retain the right to reclaim the grant in the event of it not being used for the purpose specified on the application form. • Groups that receive a grant will be required to acknowledge receipt of the grant and to provide a progress report to the council after six months and to acknowledge Kingston Parish Council's contribution on all publicity/printed material.

Completing your application form

Please be concise and use the space on the form itself rather than attaching unnecessary additional pages. Should you need to expand on information then use A4 white paper and head the sheet as a continuation of the main section you are completing.

If you need help with completing any section or have any questions, please ask: Email clerk@kingston-pc.org.uk or telephone 07526 489933

Kingston Parish Council Financial Grant Application Form 2021-2022

- PLEASE WRITE CLEARLY IN DARK INK OR TYPE
- ONLY SEND REQUESTED INFORMATION OR DOCUMENTS

A. Contact details

1. Name & address of your group:

Kingston Pre-School, Kingston Village Hall, The Street, Kingston, BN7 3NT

2. MAIN contact for this application:

Full name: Ruth Harriford

Position held in the group: Kingston Pre-School Committee member

Contact address including postcode: 15 Lockitt Way, Kingston, BN7 3LG

Email address: ruth.e.harries@gmail.com

Telephone: 07949 175279

B. About your group

3. What type of organisation are you?

registered charity

If a registered charity please supply your registration number :

299986

4. When did your group start? When did it first start meeting or running activities?

Month: August Year: 1988

5. Briefly describe the purpose of your group. Describe the usual activities/services you provide. If you are a new group describe what you plan to provide. *If you have a written constitution you must enclose a copy with this application.*

The aims of the pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children by community groups and by (a) offering appropriate care, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, means or ability; (b) encouraging the study of the needs of such children and their families and promoting public recognition in and recognition of such needs in the local areas; (c) instigating and adhering to and furthering the aims and objectives of the pre-school learning alliance.

6. How many people are involved in your group?

Volunteers: 7 of which all committee members

Management committee members: 7

Ordinary members: 0

Paid staff: 3 permanent members of staff, 1 agency staff member

Others: 2 bank staff (only called upon when needed)

Children attending: currently 19

7. Please tick if the group has any of the following:

Public liability insurance? Maximum cover? Yes, up to £10,000,000

Other insurance (please specify)? Maximum cover?

8. Describe the project or service for which you are seeking funds. Does it have a title? What does it aim to achieve? How will it work? *Please enclose any supporting documents, plans.*

We would like to replace the old outdoor shed in the village hall that is currently used by the pre-school for storing outdoor play equipment.

9. How have you identified a need for this?

The current shed is falling apart and no longer fit for purpose (primarily storage of the outdoor play equipment)

10. When do you intend the project or service to start?

Month: August Year: 2021

11. How many people in Kingston do you expect to benefit directly from your project? And what age group?

19 children (2-4 years of age)

12. How will you measure the success of your project?

Clean and dry outdoor equipment for the pre-school - will lead to greater satisfaction for the children!

13. What experience does your group or individual members have of running this type of project?

I am confident that I can source a new shed and hire a handyman to remove the old shed and replace it with a new one. I have already sought quotes on this and we are ready to start work, ideally over the summer break ready for the new term.

14. What is the cost for your project? Please give a summary breakdown of what the money is for. *If you have a project budget please enclose it with your application.*

Item or activity: Estimated cost: £215

New shed (secondhand from Gumtree): approximately £80

Handyman costs for removal and replacement: 9 x hours at £15/hour = £135

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15. Have you sought funding from others? If yes please give details of which organisation/s, the amount requested and whether you were successful.

No, although I have asked for a range of quotes for the handyman and the one I have selected is the cheapest.

16. How much of your own money will be used for this project? £0 - Kingston Pre-School is a charity run on a shoestring and we need to fundraise for all our projects individually.

17. How much money are you asking Kingston Parish Council to grant? £215

18. Details of group or group treasurer bank account?

Account name: Kingston Preschool; Account number: 86286323; Sort code: 60 03 32

Names of all account signatories: Laura Dand; Kate Halanen (in process of being removed and replaced by new Treasurer, Daisy Foreman)

19. Please give any additional information that you think may be helpful.

I have informed the Parish Council of our plans to replace the shed and they are supportive.

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DECLARATION

This must be signed by the person who completed this application, the person named as contact in section A.

- I confirm that to the best of my knowledge, all the information in this application form is true and correct.
- I understand that you may ask for additional information.
- I am authorised to act for the organisation in making this application for financial assistance

Signature: Ruth Harriford

Date: 21 June 2021

Name (please print): Ruth Harriford