

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 VILLAGE PRE-SCHOOL
KINGSTON VILLAGE HALL
THE STREET
KINGSTON
BN7 3NT

2. MAIN contact for this application:

Full name: CLAIRE DISHINGTON

Position held in the group: ACTING CHAIR OF KINGSTON VILLAGE
VILLAGE PRE-SCHOOL COMMITTEE

Contact address including postcode:
KINGSTON VILLAGE PRE-SCHOOL
KINGSTON VILLAGE HALL
THE STREET KINGSTON
BN7 3NT

Email address: claire.dishington@gmail.com

Telephone: 07766561945

B. About your group

3. What type of organisation are you?

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
~~Community group / club / society / registered charity (please delete)~~

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..... March Year..... 1978

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 through community groups and by offering appropriate play, 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, religion, means or ability; encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; instigating and adhering to and furthering the aims and objects of the pre-school learning alliance.

6. How many people are involved in your group?

Volunteers..... 10+ Management committee members..... 6

Ordinary members..... 6 Paid staff..... 3

Others.....(please describe)

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

Public liability insurance? <input checked="" type="checkbox"/>	Maximum cover? £10,000,000
Other insurance (please specify)?	Maximum cover?

C. About your project/service

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.

Title : Kingston Pre-school Breakfast Hub

We want to provide a Health and Wellbeing Breakfast Club for our Pre-school and Primary School Children and their families to give them the best start to their day. The sessions would operate from 8.30am to 9am initially for pre-school children moving to an 8am start once it is up and running successfully for village families.

The project will train the members of the pre-school team to work on all aspects of health and wellbeing at the setting. This starts with the Breakfast Hub where we will give children from the village and surrounding communities, Newhaven, Peacehaven and Seaford, the best start to the day by offering a healthy nutritional breakfast, alongside providing physical and wellbeing activities, such as yoga, growing, cooking and gardening.

The team members will train with East Sussex Council, and will implement the a plan to deliver new resources and training in accident prevention; healthy eating; physical activity; and emotional wellbeing. The key focus is to instil resilience and confidence in pre-school children. A key aim is to obtain the HALO awards issued by East Sussex County Council which recognises the settings:

- * commitment to support the health and wellbeing of children, staff, volunteers and families as part of the whole-setting approach
- * continued improvement and the embedding of best health and wellbeing practice;

9. How have you identified a need for this?

There is very limited support in the village for pre-school and primary school children accessing a 'breakfast club'. Following a survey sent to the local families in the area in December 2021, 35 families who have children either at the pre-school or primary school showed a positive response to say that they would like to send their children to the Breakfast Hub.

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

Month..... March Year..... 2022

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

Up to 32 children each day, 5 days a week
18 months - 9 year olds

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

Obtaining East Sussex County Councils Healthy Active Little Ones awards.
Local children engaged in the Breakfast Hub.
The service and activities being delivered are financially sustainable.
Engagement with local residence who will be able to volunteer at the Breakfast Hub, either by getting involved in the activities such as delivering yoga, mindfulness sessions or helping with the gardening project or supporting children to school (primary school children only).

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

The Pre-school Supervisor/manager has the necessary qualifications and experience to supervise children, along with ensuring the appropriate supporting staff and volunteers are in place.
The Chair of the Pre-school has experience of setting up community engagement projects.
The team will be trained specifically to deliver a programme to obtain the HALO awards.

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:
> Applying for the HALO awards	£160
Training and delivery with East Sussex County Council is free, however the cover for staff time on the courses will be estimated at around £937.50 (= 4 hours per week, 20 weeks x £12 ph)	
> HALO resources:	
Healthy eating & well being home bag kits	£150
printing & stationary	£ 75
Food Growing kits/Cooking/baking equipment	£150
Activity resources and materials	£150

We are seeking support towards the cost of any of the HALO resources identified.

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

We have a fundraising strategy which includes a programme of community events and activities, some of which are specific to the fabric of the village hall along side applying for small grants.
Since December we have raised over £800 for pre-school equipment, £600 for the garden project.
We have applied for £250 Tesco's Community Grant for the Breakfast Hub,

16. How much of your own money will be used for this project?

£937.50 staff costs
£.....

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

£250
£.....

18. Details of group or group treasurer bank account?

Account name..... Kingston Pre-school.....
Account number....86286323.....Sort code....60-03-32.....

Names of all account signatories..... Laura Dand Daisy Forman.....
.....
.....

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

East Sussex's Healthy Active Little Ones website:
<https://czone.eastsussex.gov.uk/early-years/halo/>

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  _____

Date 16th February 2022 _____

Name (please print) Claire Dishington _____