

BATHEASTON PARISH COUNCIL

Grant Application Pack

Applications to be returned to:

Batheaston Parish Clerk
9 Abbey View Gardens,
Bath. BA2 6DQ.

Telephone: 01225 667933
E-mail: batheastoncouncil@gmail.com

Deadlines for application – 28th February, 31st May, 31st August and 30th November annually.

BATHEASTON PARISH COUNCIL COMMUNITY GRANT SCHEME – GUIDANCE NOTES

These notes have been prepared to explain the main details of the Council's Grants Scheme.
Please read them carefully before you complete the grant application form.

Aim of Batheaston Parish Council Grant Scheme

The aim of this scheme is to support and promote an active community in Batheaston. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. We provide financial support for community organisations working for the benefit of Batheaston parishioners, with the intention of improving the range of services and activities in the parish.

Who can apply for a grant?

Many types of organisation may be awarded grants such as:

- ❖ Parish organisations

- ❖ Youth/Senior Citizen Groups
- ❖ Sports Clubs and Arts groups

The scheme provides grants for new organisations as well as grants to existing organisations for work or projects that will be of benefit to the Batheaston Parish as a community.

The applicant organisation must be based in the Batheaston area and be able to demonstrate that it benefits a number of people living in the Parish of Batheaston and how.

Because funding supplied by the Parish Council can only legally be used for the direct benefit of Batheaston Parish and its residents, there will be some situations where we are not able to provide grants. These include:

- ❖ general appeals (e.g. national / international disasters);
- ❖ national organisations without a locally based group;
- ❖ individuals (e.g. sponsorship for individual sportsmen and women).

What can grants be used for?

Grants can be used for capital projects (e.g. the acquisition of or construction of lasting assets) or for revenue costs. Examples of what grants might support include:

- ❖ Equipment
- ❖ Development
- ❖ Projects
- ❖ Publicity
- ❖ Training
- ❖ Insurance

How much money is available?

The total amount of money any one group may be awarded is limited to the amount set aside by the Council for this purpose, which may vary from year to year. The Parish Council expects that the amount requested by community groups will collectively exceed the amount available. It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish.

In general, smaller grants are allocated after the February, May and August application deadlines. We suggest the maximum amount organisations should apply for at these times in 2019 - 2020 is £1000. We may award a larger grant in November 2019. All awards are at the discretion of the council.

How do I apply for a grant?

An application form is included in this pack. You will need to include:

- ❖ a statement in support of your request
- ❖ a copy of your organisation's constitution if it has one

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes and the 'Eligibility Criteria for and Conditions attached to Funding'. All sections of this application form must be completed and returned with

the necessary documentation by midnight on the designated day of deadline.

Who can I contact for more information or advice?

If you have any questions require further information or would like help filling in the form, please contact:

Parish Clerk, 9 Abbey View Gardens, Bath. BA2 6DQ.
Batheastoncouncil@gmail.com 01225 667933

GRANTS POLICY: ELIGIBILITY CRITERIA FOR AND CONDITIONS ATTACHED TO FUNDING

The Parish Council's Grants Policy requires all applicants to comply with the following eligibility criteria. Please read this carefully before submitting your application.

1. Applications will **not** be considered from:
 - ❖ individuals.
 - ❖ organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, disability, sexual orientation or religion.
 - ❖ private organisations operated as a business to make a profit or surplus.
 - ❖ "upwards funders", i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
 - ❖ organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
2. Applications for funding of staff costs are not normally approved.
3. Applications from religious groups will only be considered where a clear benefit to the wider community can be demonstrated irrespective of religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project. It is not possible to grant aid bodies whose express purpose is to promote religious faith.
4. The applying organisation should be a **non-profit making, voluntary body and should be able to demonstrate significant benefit to residents of Batheaston Parish.**
5. Where a 'Starter grant' is provided, the Council will need to be satisfied that the organisation has proposals to become self-supporting.
6. Where a grant has been awarded towards a capital project, the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.
7. Evidence that the money has been used for the purpose stated will be required and receipts for all goods/services procured with grant money must be supplied to the Parish Clerk within 30 days of them being acquired.

8. The Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form. All funding or part thereof or items purchased by the organisation with Parish Council grant funding must be returned to the Parish Council should the organisation fold during the financial year in which the grant is presented.
9. Organisations that receive a grant will be required to acknowledge the Parish Council's contribution on all publicity/printed material and invited to make a presentation at our annual parish meeting.
10. Retrospective grants may be considered for projects that have commenced in the six months prior to the application date. However no project should be undertaken on the assumption of being awarded grant funding.
11. Whilst under the general grants system the Parish Council is willing to consider revenue costs, it cannot make a commitment for future years funding under this scheme.
12. Successful applicants may not always be awarded the amount that has been requested.
13. The applying organisation needs to, where appropriate, demonstrate that they have (or can acquire) the
 - (i) expertise to complete the project or activity
 - (ii) the resources to carry it out
14. Under normal circumstances the council will only consider one application, per group, per funding round.

BATHEASTON PARISH COUNCIL GRANT APPLICATION FORM

To enable this form to be photocopied please complete **all sections** using black ink.

[* Delete as appropriate]

Name of Organisation:Friends of Batheaston Church School (FOBs)

Correspondence Address:School Lane, Bath

Name and Address of Person Making the Application:

Name: Jonathan Lunn

Position: Governor and parent member of FOBs

Address: .Batheaston Church School.....

Batheaston.....

Postcode: BA1 7EP

e-mail address: jonathan.lunn@batheaston.bwmat.org

Telephone number: Daytime **07799768890** . Evening

Preferred method of contact Tel: X E-mail: Post

1. When was your organisation formed?..... 2011.....
2. What does your organisation do? We are the Parent Teachers Association by another name for the school. We get parents involved in the school for the benefit of the education of the pupils.
3. Is your organisation a registered charity? NO (although we are starting the process of becoming one)
4. Is your organisation part of, or affiliated to, any national organization
If yes, please give details: We are members of Parentkind (previously PTA UK) for insurance and advice and ideas.....
5. Where does your organisation meet?
We meet annually for a general meeting (normally in The Crown, Bathford) and additionally many less formal smaller working groups meet to plan the events that FOBs organise each year.....
6. How is your organisation funded – for example what are your present charges/subs/fees?
We are a voluntary organization. We rely on fundraising and donations. Most of our income is generated by the Christmas Fair, Meadowfest, and the Scarecrow Trail.
7. Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Batheaston.

We are seeking a contribution to the improvement of our pond/nature area at the school, which is not funded by the schools per pupil grant or government's capital budget. Developing this area into a high quality nature area for young people to study the outside environment will would radically improve our provision of outdoor education and increase opportunities for children in our

local community school. There is strong evidence that time in nature improves learning, particularly for some groups of children with additional needs.

Access to the area could be made available to community groups help to enhance the facilities in our community. Groups currently using the school include the Brownies and Playrangers. It is hoped with the development of Mikes Meadow, more community groups would use all the area.

The development of the pond is the first phase of a larger ambition to develop the area known as Mikes Meadow, an area recently entrusted to the school by the council. The pond would be incorporated into the meadow area (they are currently adjacent) and it is hoped that the area can be developed by the community for the benefit of all the residents of Batheaston.

The pond is on the school site, while Mikes Meadow has been entrusted to the school by the council.

8. Approximately, how many people do you expect to benefit from your project?

(NB: The population of Batheaston is approximately 3,000)

Age Group	In Batheaston Parish	Outside Batheaston Parish
0 – 25	c. 200 (role in school) per year, with incremental 30 each year as new pupils join the school, plus c. 50 from other organisations which by using the school will have access to the pond.	
26 – 49		
50 and Over		
All Ages		
Special or minority groups (please specify)		
TOTAL	c. 250	

(Map showing Parish boundaries see page 6)

9. How do you think your application matches the Parish Council Grants Policy?

The application is to fund a capital asset that will be of lasting benefit to the community and improve our environment with a thriving pond for wildlife– accessible daily to children in the community who attend the school, and available for youth groups in the wider Batheaston community. Further fundraising and donations are needed for this project to proceed, more details below

10. Category under which you would like your application to be considered (please tick one box only)

In support of Youth

~~All Other projects~~

11. What is the identified need for your proposal?

At present, our pond area is very unsafe and not easily accessible. It is not suitable for pupils and community groups to use to carry out activities such as pond dipping and observation of wildlife drawings. With an improved facility, this space would offer significantly better facilities for the children at school and also become a space that local groups could use if they wished.

12. When do intend your project to start and when will it end?

We intend to continue fundraising this year (2020) and hope to execute the project in 2021 (this is a delayed timetable due to the current COVID situation and in truth is uncertain given the wider uncertainty of events)

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

Increased use of the pond area, for a wider range of subjects, by both pupils and local community groups. Increased bio diversity.

14. What size of grant are you seeking?

£ 1,000.

(The Council cannot make a determination if the amount is not indicated)

15. What is the total cost of the project for which you are seeking a grant?

£ 5,400 (inc VAT). Quote below. (Please include budget)

16. If you are not applying for the full amount, please specify where the remaining funds will come from:
 We will fund raise from parents at school, and explore / apply for other grants (eg Ward Councilor Empowerment Fund - pending, Wessex Water Comunity fund)

We have started up a fundraising page to help raise funds.

<https://donatemyschool.com/batheastonchurchschool>

17. Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? Yes, we intend to research and apply as we discover valid opportunities.

If YES, please give the following details:

Please include details of all applications both successful and unsuccessful

<u>Organisation</u>	<u>Purpose</u>	<u>Successful/Unsuccessful</u>	<u>Amount Received</u>
---------------------	----------------	--------------------------------	------------------------

18. Please give details of your organisation's own fund-raising efforts:

The school has a very active and successful fund-raising committee, that runs some events that have become important dates in the village calendar: the Christmas fair, Meadowfest, and the scarecrow trail. Our fundraisers have also run jumble sales, second-hand uniform sales, book sales and other activities. Parents also volunteer their time in supporting Mike's Meadow, school gardens. Previous successful fundraising efforts over several years have led to the fitting of a small kitchen for cookery lessons, for example, and to improve the arts and creative spaces for children.

If you are wishing to purchase equipment or services, please ensure that you supply copies of quotes or evidence of the cost of items. Additional literature, leaflets or recent annual reports may be enclosed with the application. Please list what you have supplied here:

We have a quote which estimates the cost of phase 1, which is only the fencing of the pond area and the creation of a dipping platform (items 1 and 2 below). The other items have currently been removed from scope and will be reconsidered along with the wider development of Mikes Meadow.

We will progress other quotes and options to see if the project can be of lower cost and same scope. The school has previously used bigwoodplay to construct a play area in the school and we are happy to show any PC members around (when COVID allows) if there is interest.

Enclosed is FOBs latest accounts.



Batheaston Primary
Batheaston
Bath

6th of March 2019

Quote

- | | |
|---|-------|
| 1) To provide a 20m fence to enclose the pond | £2150 |
| 2) to build 10m of dipping platform around the pond | £2350 |
| 3) to build a bridge over the pond | £1450 |
| 4) To Build an outdoor classroom 4.8m diameter | £6250 |
| 5) To remove and dispose of grassmat and lay a foundation for 140m2 of tigermulch | £4250 |

Quotes for the Tigermulch, AstroTurf, groundworks and tarmac are included separately from the companies which supplied them.

All prices are subject to VAT @ 20%

14 Beech Terrace Radstock BA5 5TH

Design: Mark Hughes 07809667010 mark@bigwoodplay.com

Accounts: Mike Hill 07736846652 mike@bigwoodplay.com

Registered in England No: 11307314 Director: Mark Hughes/ Michael Hill

VAT No: 306581313

19. Have you previously received, or applied for, a grant from Batheaston Parish Council? We seeked £2000 funding for the resurfacing of a play area but were not successful. (summer 2019)

If YES, please give details of amount(s) and year(s) and purpose:

.....

20. BANK DETAILS

Name of Bank **Lloyds Bank**

Name of Account: **Friends Of Batheaston School**

Sort Code: **30-98-90** Account Number **16985968**

Number of signatories required to issue cheques: 2

21. Where did you learn, you could apply for a Batheaston Parish Council grant

Noticeboard Website

Press Minutes

Other...Personal communication by parish councilor..... (please specify)

22. **Declaration**

I declare that:

I have read and accept the Guidance Notes and Conditions of Funding and that have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application.

Batheaston Parish Council will be recognised on any materials produced and in any form of publicity as a result of this grant.

I understand that:

Batheaston Parish Council reserves the right to request a list of names and addresses for members of your organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Parish Council if requested.

Batheaston Parish Council may ask for additional information at any stage of the application process. I will be required to submit details showing how the grant funding was used as well as receipts for all goods and services acquired with this grant. Batheaston Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

The application form and supporting information will be copied and discussed at a public Parish Council meeting. Personal data that has been supplied will not be disclosed and will be held by Batheaston Parish Council in accordance with the Data Protection Act,

Name **Jonathan Lunn** Signed **Jonathan Lunn (Electronically signed)**

Position **Governor and FOBS Parent Member** Date **31 May 2020**

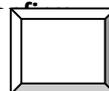
Applying organisations will be advised of the council's decision in writing.

PLEASE READ THIS PRIOR TO SUBMITTING YOUR APPLICATION

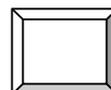
To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents **MUST** accompany your application:

- 1 A copy of your organization's CONSTITUTION if applicable

Tick to



- 2 In the case of a newly formed organization, a **BUDGET and BUSINESS PLAN** must be submitted.



The Parish Council is committed to operating within an equal opportunities framework. If you are a newly formed group, you may want to use the following equal opportunities statement until you develop your own. If you need assistance formulating a policy please contact Bath and North East Somerset Equality team on 01225 477094 or email equality@bathnes.gov.uk

This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race gender or sexuality, or on the grounds of economic or social status.

APPLICATION CHECK LIST

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form:



Have you completed **ALL** sections of the form?
(if you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).



Does your application set out how your Organisation meets the requirements of the 'eligibility criteria'?



Have you signed the statement on the last page of your application form to certify that all the details are correct?

When completed, this form together with supporting documents should be sent to:

The Parish Clerk, 9 Abbey View Gardens, Bath. BA2 6DQ.
Please also email a copy to batheastoncouncil@gmail.com if possible.

Please Note you will be required to provide the Parish Council with pictures of how the Parish Council grant funding has been spent should you be successful in your application.

Acknowledged		Statutory Power	
Decision		Informed	

Produced by Batheaston Parish Council