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GRANT APPLICATION

Each year the Parish Council has a small budget allocation available to give as grants to local organisations to help improve the well being of Bayston Hill residents.

Please use the guidance below to confirm your eligibility for a grant.

About you

- you can apply as an individual or an organisation
- you must live or work in the Parish of Bayston Hill or be very closely associated with the Parish.

Your idea for a grant must

- improve the well being of people in Bayston Hill
- support an aspect of the Bayston Hill Parish Plan. Copies of the Parish Plan are available from the Parish Office, the Library and can be downloaded from the web site.

Your application should be

- for a small sum of money - **a maximum of £500.**
- if possible, have some matching funding – of between 25%-50%.
- for something that it might be difficult to find funding for from somewhere else

Help with your application

If you are thinking of making an application, please contact the Parish Clerk. If you do not meet all the criteria listed above it might still be possible to apply for a grant.

Number of grants to be awarded

The Council is hoping to award between three and six grants each year, subject to the limits of the fund.

When you have finished your project

We shall expect you to spend the grant within 12 months and submit a short report and statement of accounts. The Parish Clerk will explain the format of the report and accounts to you.

If your grant award is not successful

Application Form

ABOUT YOUR ORGANISATION

1. Name of the organisation making the application:

Jubilation Group

2. Address of the organisation:

**38 Christchurch Drive
Bayston Hill
SY3 0PT**

3. Name and address of the contact person for this application. Please include the post code and telephone number:

**Teresa Lewis (Group member)
As above**

4. What kind of organisation is it?

We are an Unregistered and informal organisation made up of volunteers

Please attach a copy of your Constitution or formal documentation to this application. This is not required if you have submitted it with a previous application and there have not been any changes, or if you are applying as an individual or unregistered organisation

Our constitution was submitted when last applying about four years ago

5. Briefly describe the aims of your organisation, the needs you seek to meet and the people you work with.

This group was established to celebrate the late Queens Jubilee organising a Parade, Fete and Community Games events. As the number of volunteers reduced considerably the group changes its focus to provide a unique event for Villagers at Christmas hence Jingelation was conceived!

We always aim to keep our event inclusive and where there are costs - to keep them very low. Pre Covid 19 we provided a Father Christmas gifting opportunity sourcing gifts; tickets only covered those costs. So, not as a money-making event, we rely only on grants, donations and whatever is raised with raffles and refreshments. The Christmas lit walk through, has always been free for all who want to attend.

This year we have decided that in the financial situation and being very short of volunteers, we are yet again not charging but equally we are not running a gifting experience, raffle or refreshments.

6. What area do the activities of your organisation cover? Please delete as appropriate.

We are a group made of Bayston Hill volunteers for Villagers and their families.

7. How many people take an active part in your organisations or activities?

There are eight active members of this group.

We expect that over 400 will attend the event on the evening of Saturday 17th December 4 -7.30pm.

What proportion of these people come from Bayston Hill?

All volunteers are Villagers

For attendees see above

8. Does your organisation employ any staff and if so – how many?

No

THE REASON FOR YOUR GRANT APPLICATION

9. Explain why you need a grant, who will benefit from it and how.

Last year, our first return after Covid, we ran a similar event as we will this year; no charges, no raffle and no refreshments. From last year's event we gained donations which we have now spent on replacement lights, due to aged items and breakages; for safety reasons we needed to purchase extension leads, no longer relying on using members personal equipment.

This year our insurance, a one-day event coverage is almost a third more expensive currently coming up as £160 approx.

Now we have little left in the pot!

The money we are requesting will allow us to buy new lights and larger stand-alone items, these are very popular and we are aware that to always look different and fresh is the attraction.

10. Explain how this grant will assist the Parish Council in achieving the Parish plan.

To enhance the Village social and wellbeing policy?

11. What is the total budget for your grant? Please give a breakdown of costs.

We respectfully request £500. From this point in our budget any funds we gain in advance of the event, will all be spent on lighting and lighting effects trying to make enhanced scenes rather than random items which is often the effect our small amounts can be seen.

12 What percentage of the overall budget are you requesting from the Parish Council?

As mentioned in Q 11 all monies would be spent to enhance whatever we have in store often after storage lights fail to work!

New items will and have always taken pride of place at the beginning and ending of the walkway!

13. Have you applied to any other organisation to fund this grant? If yes, please give details.

No

PREVIOUS EXPERIENCE OF MANAGING GRANTS

14. Have you received grant funding from any organisation in the past? If yes, please give details.

Yes we have requested grant money before. We have requested the contents of our raffle too. In the past we focused on local companies and ensured that they were names in the walkway!

SUBMITTING YOUR APPLICATION

15. You should sign that you agree with the following statement

I am authorised to apply for this grant on behalf of the organisation named above, and to the best of my knowledge the information included in the form is correct

Signature:  Name:Teresa Lewis

Date:26th October 2022.....

Please submit the following documents with your application.

- **As a very informal group we do not complete an Annual Statement but we do have an accomplished treasurer who ensures we account for our expenditure appropriately.**
- **We do not have a Chair person hence the person with the greatest time has completed this application**
- **We could submit a bank Statement should that help to support our application.**

Bayston Hill Parish Council is collecting and managing your personal data under the Data Protection Act 2018. Your information will only be processed by the Parish Council and will not be shared with any third parties. To view a copy of the Parish Council's Privacy Notice please go to <http://baystonhillparishcouncil.org.uk/publication-scheme>