

Warwick town council

APPLICATION FORM

COMMUNITY FUNDING



- Please read Guidelines Parts 1 & 2 before completing the form.
- Closing date for applications: 10 days prior to Committee Meeting.
- Applications must be countersigned by the supporting Town Councillor
- Warwick Town Council encourages applicants to have other partners, groups or charities supporting financially to the cost of the project.
- Grants under £3,000 will go forward for approval by the committee.
- Grants more than £3,000 will be taken to the committee for recommendation and then to the following Full Town Council meeting for a final decision.

If you can tick ALL the boxes below you are eligible to apply for a grant

- Your group has got a bank account (we cannot pay money into individual's accounts)
- Your group is a non-profit making, i.e a registered charity, a voluntary or community group, or a club or society
- Your project will benefit people in Warwick (CV34)
- Your project requires a one-off payment (we cannot provide ongoing funding)
- Your project has not already started or been completed
- Your application includes at least 3 comparison quotes to demonstrate best value for money (where applicable)


Section 6 of this application, Town Councillor Declarations, must be completed before submitting your application to the office.

Section 1: Contact Details	
Name of group/organisation applying	Percy Estate Allotments Society (PEAS)
Contact details of person completing the application form This person is responsible for: <ul style="list-style-type: none"> ● providing information if requested ● receiving the grant money if awarded ● signing the grant agreement ● providing evaluation/feedback and ensuring a representative is available to present at our Annual Town Meeting, should the application be approved 	Name Ian McCloskey
	Email address: peallotment@gmail.com
	Telephone number: 07387279066
	Postal address PEAS The Court House, Jury Street, Warwick CV34 4EW

Section 2: Group/Organisation Details	
Briefly explain what your group/organisation does (e.g. – youth club, charity) & your aims and objectives	PEAS is the Society that is taking over the management of the Percy Estate Allotments site in Warwick from Warwick Town Council. It will handle all aspects of the site, apart from the water main and trees that are not on individual plots.
Please provide the charity & VAT number for your group, if applicable	N/A
How many people are currently involved in your group /organisation?	<p style="text-align: center;">Members/service</p> <p>Women (18+) = Men (18+) = Girls (0-17) = Boys (0-17) =</p> <p style="text-align: center;">Paid staff = 0 Volunteers = 6</p> <p>There are approximately 130 members and their families who use the allotments facilities, however as we do not have access to the data held by Warwick Town Council yet we cannot be more accurate.</p>
Section 3: Project Information	
Project Title / Event	PEAS Self Governing Project
Tell us about your project <ul style="list-style-type: none"> This should describe what you want to do with the money Planned timescales and start date of the project Who the project will benefit and what age groups? Location – where will your project be based? 	At the request of Warwick Town Council PEAS has set up a committee of volunteers to take over the management of the Percy Estate Allotments. Any grant will be used for the purchase of Public Liability insurance, a laptop and printer to be owned by the society for use by the committee to keep track of all digital information, produce notices and paperwork as required. As the allotment is open to the entire community it will be run for the benefit of anyone within the CV34 area that wishes to partake.
How do you know there is a need for the work covered by your grant application? <ul style="list-style-type: none"> Describe the evidence you have got and the source (e.g survey, statistical data etc) 	The committee is now active and running, however, until the official handover in January the society has no access to funds from the allotment rents, we need such items as insurance, laptop and printer to be in place and set up before the planned handover.

<p>Partnership Working</p> <ul style="list-style-type: none"> • What other partners are involved in the project and what are their contributions? 	<p>Warwick Town Council is working to make the transition as seamless as possible and providing advice. As well as working closely with the National Allotment Society to find appropriate insurance and mentorship.</p>
<p>Equality of access</p> <ul style="list-style-type: none"> • How will you ensure that your project is open to all or, if you are focusing on a specific group or community that the target audience will have access to the project? 	<p>The Society is dedicated to the involvement of the local community (CV34 area) we allow anyone who wishes to be part of the allotments to do so, we are fully inclusive and have actively helped maintain a set of community plots created by Mandy Ferrand to enable people with disabilities or young children who may not be able to take on a plot of their own to enjoy some of the benefits.</p>
<p>What economic or community-based need does your grant aim to fulfil?</p>	<p>The allotments are a great place for people of all ages, race and genders to mix, socialise and enjoy a healthy lifestyle, the health benefits, both physical and mental of such exercise is well proven and with the aid of such a grant the society can better serve the members of the allotment and their families</p>
<p>What age group(s) will benefit from the project?</p>	<p>Tick/indicate all that apply:</p> <p><input checked="" type="checkbox"/> 0-8 <input checked="" type="checkbox"/> 9-14 <input checked="" type="checkbox"/> 15-24 <input checked="" type="checkbox"/> 25-35</p> <p><input checked="" type="checkbox"/> 36-50 <input checked="" type="checkbox"/> 51-65 <input checked="" type="checkbox"/> 66+</p>
<p>How will it be monitored for success?</p>	<p>The society as part of our commitment to Warwick Town Council will produce an annual report detailing our work to date, on-going works and plans.</p>

Section 4: Financial Details															
How much money are you requesting from Warwick Town Council?	Total amount applied for £1570														
Please provide a simple itemised breakdown of how this money will be spent	<table border="1"> <thead> <tr> <th>ITEM</th> <th>COST</th> </tr> </thead> <tbody> <tr> <td>Registration with ICO</td> <td>£40</td> </tr> <tr> <td>1st Year's Public Liability Insurance (Please see attachment)</td> <td>£290</td> </tr> <tr> <td>1st Year's membership of National Allotment Society</td> <td>£390</td> </tr> <tr> <td>Laptop, Printer and consumables (Please see attachment)</td> <td>£850</td> </tr> <tr> <td>TOTAL:</td> <td>£1570</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	ITEM	COST	Registration with ICO	£40	1 st Year's Public Liability Insurance (Please see attachment)	£290	1 st Year's membership of National Allotment Society	£390	Laptop, Printer and consumables (Please see attachment)	£850	TOTAL:	£1570		
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Is this the total cost of the project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No														
If no, please give details of funds raised or applied for from other partners, agencies, groups etc:															
What is the total cost of the project/event?	Total cost £ 1570														

Section 5: Declarations	
Signature of the main contact person	 Mr Ian McCloskey
Date form completed	30/08/2020

This section must be completed before submitting your application to the office. 'Councillors Funding Application' form must also be completed by the supporting Town Councillor to indicate their support and submitted at the same time as this completed application.

Section 6: Town Councillor Declarations	
Town Councillor supporting the project (name)	Noel Butler
Have you been or will be actively involved in this project?	Yes. I am the Town Councillor responsible for the devolved management project.
Town Councillor's signature	<i>Noel Butler</i>
Date:	30 th August 2020
Town Councillor's additional comments (if applicable)	This Grant will enable the PEAS to meet the Town Council's deadline of 1 st January 2021 for the handover of the management of the site. This will release almost 1,000 person hours annually in the TIC office costed at just over £15,000

Completed forms and any supplementary sheets should be sent to:

Warwick Town Council
 Court House
 Jury Street
 WARWICK
 CV34 4EW

Electronic Copies: clerk@warwicktowncouncil.org.uk