

Warwick Town Council Grant Applications (Office Use)

Name of Organisation	Prory Area Community
Project / Event	xmas party
Amount Applied For	£1,270

Application Received Date	22-10-23
E&T / C&C	ET
Date of Meeting	16-11-23
Name of Councillor Supporting Application	J Simmott

<input checked="" type="checkbox"/>	Supporting Councillor has completed and submitted funding application form
<input checked="" type="checkbox"/>	Your group has got bank account (we cannot pay money into individual's accounts)
<input checked="" type="checkbox"/>	Your group is non-profit making, i.e a registered charity, a voluntary or community group, or a club or society
<input checked="" type="checkbox"/>	Your project will benefit people in Warwick (CV34)
<input checked="" type="checkbox"/>	Your project requires a one-off payment (we cannot provide ongoing funding)
<input checked="" type="checkbox"/>	Your project has not already started or been completed
TBC.	Your application includes at least 3 comparison quotes to demonstrate best value for money

Decision (Support or Decline)	
Amount Rewarded	
Date Acceptance Form Received	
Date of Payment	



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 final decision.

To be eligible to apply for a grant you must be able to answer YES to all of the questions below

- Yes Your group has got a bank account as we can only pay grant monies into an applicant's bank account
- Yes Your group is non-profit making, i.e a registered charity, a voluntary or community group, or a club or society
- Yes Your project will benefit people in Warwick (CV34)
- Yes Your project requires a one-off payment (we cannot provide ongoing funding)
- Yes Your project has not already started or been completed
- Yes 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	Priory Area Community
Contact details of person completing the application form	Amanda Burford
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	Aburford61@live.com
	07395342514
	61 Wathen Road, Warwick, CV34 5BB

Section 2: Group/Organisation Details											
Briefly explain what your group/organisation does (e.g. – youth club, charity) & your aims and objectives	We support the local residents and raise awareness for helping those that need it within our neighbourhood. We aim to make everyone feel inclusive and support those that feel lonely. We currently support Packmores Pantry that gives out food to local residents that need it. We aim bring the community together through putting on community events for all the family throughout the years.										
Please provide the charity & VAT number for your group, if applicable											
How many people are currently involved in your group /organisation?	<table border="1"> <thead> <tr> <th colspan="2">Members / service users</th> </tr> </thead> <tbody> <tr> <td>Women (18+) = 10</td> <td>Men (18+) = 10</td> </tr> <tr> <td>Girls (0-17) = 5</td> <td>Boys (0-17) = 5</td> </tr> <tr> <th colspan="2">Staffing</th> </tr> <tr> <td>Paid staff =</td> <td>Volunteers = 4</td> </tr> </tbody> </table>	Members / service users		Women (18+) = 10	Men (18+) = 10	Girls (0-17) = 5	Boys (0-17) = 5	Staffing		Paid staff =	Volunteers = 4
Members / service users											
Women (18+) = 10	Men (18+) = 10										
Girls (0-17) = 5	Boys (0-17) = 5										
Staffing											
Paid staff =	Volunteers = 4										
Section 3: Project Information											
Project Title / Event	Community Christmas Party										
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 project Who the project will benefit and what age groups? Location – where will your project be based? 	We would like to host a community Christmas party for families in our neighbourhood. We will book the community room at the Local pub, The Wild Boar on 9th December 2023 2-4pm. We would like to hire a Father Christmas to give out gifts to the children. We would also like to run a Raffle and a Tombola. We will provide a finger buffet of sandwiches, crisps, cakes and fizzy drinks for the children, adults drinks will be bought from pub directly. We would also like to provide some music, a local DJ and put on some disco lights. The project will benefit residents of all ages and help combat loneliness in the holiday season.										
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) 	Conversations with local residents have often expressed they would like to have community events to bring everyone together. We ran a poll on our page at the beginning of the year and a Christmas event was the most popular.										

Partnership Working <ul style="list-style-type: none"> What other partners are involved in the project and what are their contributions? 	<p>We are working with The Wild Boar who is kindly donating the room free of charge. Normally would be £100, they only ask that all soft drinks are purchased from the pub via pre order. The Lions will be coming to support us on the day by running our tombola stall.</p>
Equality of access <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>We will be advertising the event on the local noticeboards outside St Marys School, Wedgenock Green and Packmores Community Centre. Also, at The Gap and in the windows of PAC Committee members. We have 2 Facebook pages where the information will also be shared.</p>
What economic or community-based need does your grant aim to fulfil?	<p>With the cost-of-living crisis still very much at the forefront of daily life, we aim to spread some Christmas joy to those that need it this year.</p>
What age group(s) will benefit from the project?	<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 <input checked="" type="checkbox"/> 36-50 <input checked="" type="checkbox"/> 51-65 <input checked="" type="checkbox"/> 66+ </p>
How will it be monitored for success?	<p>We are going to do it on a ticket register basis (FOC) and then we can monitor the tickets turned in on the day of the event.</p>

Section 4: Financial Details

How much money are you requesting from Warwick Town Council?	<p>Total amount applied for £1300</p>												
Please provide a simple itemised breakdown of how this money will be spent.	<table> <tr> <th>ITEM</th><th>COST</th></tr> <tr> <td>Party food/Soft drinks pre order</td><td>£600</td></tr> <tr> <td>Disco</td><td>£150 £120</td></tr> <tr> <td>Father Christmas Outfit/Gifts</td><td>£300</td></tr> <tr> <td>Sundries for Gifts</td><td>£150</td></tr> <tr> <td>Ad hoc Expenses</td><td>£100</td></tr> </table>	ITEM	COST	Party food/Soft drinks pre order	£600	Disco	£150 £120	Father Christmas Outfit/Gifts	£300	Sundries for Gifts	£150	Ad hoc Expenses	£100
ITEM	COST												
Party food/Soft drinks pre order	£600												
Disco	£150 £120												
Father Christmas Outfit/Gifts	£300												
Sundries for Gifts	£150												
Ad hoc Expenses	£100												

	TOTAL:	£1300
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:	Other funds applied for/secured (including amount):	
What is the total cost of the project / event?	Total cost £1300 £1,270.	

Section 5: Declarations	
Signature of main contact person	Amanda Burford
Date form completed	20 october 2023

The supporting Town Council must also complete section 6 to indicate their support and submitted at the same time as this completed application.

Section 6: Town Councillor Declarations	
Name of Councillor supporting the project	Cllr Jim Sinnott
Have you been or will be actively involved in this project?	Yes. As a supporter of community activities in this community – I'm involved in meetings and shaping of the event.
Does the application improve services for under 18's or the elderly?	Yes. Specifically targeted at local children.
Does the application include public involvement and offer equal opportunities?	Priory Area Community – is run by the community, for the community. There are no barriers and open to all – an inclusive group.
Does the application cover a deprived area in Warwick?	Yes. Levels of deprivation are high, for Warwick, and is currently being evidenced in the business case for the Packmores Community Centre. The area is in much need of support.
Has the group previously applied for funding from Warwick Town Council? If yes, please give details of their previous applications (dates, amount requested, projects/ events)	No

<p>Why do you feel Warwick Town Council should support this application?</p>	<p>This is a strong community with a clear identity. This is an investment in a community group that is keen to help themselves. Their time and energy needs to be matched by a financial input. They do not ask for a handout, merely support for this valued family activity. Community building where little formal support has been given.</p>
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I support this grant application and will attend the upcoming Committee Meeting to represent this application and answer any questions that may arise

<p><u>Jim Sinnott</u> Name of Councillor</p>	<p>_____ Signature</p>	<p><u>21/10/23</u> Date</p>
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Completed forms and any supplementary sheets should be sent to:
Warwick Town Council, The Court House, Jury Street, Warwick, CV34 4EW.
Electronic copies can be sent to: jaynetopham@warwicktowncouncil.org.uk

From: George Palmer <George.Palmer@warwicktowncouncil.org.uk>

Sent: 08 November 2023 11:13

To: Amanda Burford <aburford61@live.com>; Jayne Topham <jaynetopham@warwicktowncouncil.org.uk>

Cc: Jim Sinnott <Jim.Sinnott@warwicktowncouncil.org.uk>

Subject: RE: PAC Grant Application

Hi Jim & Amanda,

We are looking to take this to economic and tourism next week, the agenda for this will be sent out tomorrow afternoon. I have reviewed your grant and just have a couple of questions.

- Is this exclusive for residents of Packmores, how will this be controlled?
- The quote for the disco is £120, but your grant is asking for £150?
- Have you got comparison quotes as I notice these products are from Amazon – are you able to support local businesses in anyway? For example, would Party Creations in the town centre offer you a discounted price for a community project?
- The gifts from Morrisons (£73.30) and Santa Outfit (£69.90) is a total of £143.20 – but the grant application has £300 for 'Father Christmas Outfit / Gifts'
- Originally you were going to purchase soft drinks from a supermarket for the event, but the application now advises you will need to purchase drinks from the bar. Doesn't this work out more expensive?
- Also, your screenshots from Amazon have gone out of line and we are unable to see what exactly you are after. See attached screenshots of what I can see – please can you re-send these over so that we can clearly see the item descriptions.

Please could you provide answers to the above questions before tomorrow afternoon and we can hopefully add this to the agenda for next week.

Look forward to hearing from you. Please let me know if I can help with anything.

Many thanks,

George Palmer

From: Amanda Burford <aburford61@live.com>

Sent: Wednesday, November 8, 2023 12:51 PM

To: George Palmer <George.Palmer@warwicktowncouncil.org.uk>; Jayne Topham <jaynetopham@warwicktowncouncil.org.uk>

Cc: Jim Sinnott <Jim.Sinnott@warwicktowncouncil.org.uk>

Subject: Re: PAC Grant Application

Good afternoon George

Thank you for your email.

This is very short notice for me to get this information to you by tomorrow afternoon, i was under the impression that this was to be on the Agenda for the meeting on 9th November? Can i ask why its been left so late to get back to me regarding these questions? I do work full time, so it doesn't give me much time to get comparison quotes for the items that you have asked for.

We put the application in on 22nd October and its only now 2 weeks later that you are getting back to me. I am quite disappointed about this as its our first application bid and it is important for our community can build relationships that they can rely on, that being said, we do appreciate that you are very busy, and we are grateful for the opportunity to be able to put in a bid.

I do hope these delays, that were no fault of PAC, hinder our application in anyway.

Please see the notes in RED to your questions and if you need anything further please let me know ASAP.

- Is this exclusive for residents of Packmores, how will this be controlled? Yes this is and will be managed by free ticketed event - i did put this on the application form
- The quote for the disco is £120, but your grant is asking for £150? This should be £120
- Have you got comparison quotes as I notice these products are from Amazon – are you able to support local businesses in anyway? For example, would Party Creations in the town centre offer you a discounted price for a community project? We are happy to source from Party Creations
- The gifts from Morrisons (£73.30) and Santa Outfit (£69.90) is a total of £143.20 – but the grant application has £300 for 'Father Christmas Outfit / Gifts' This is also for the hats/gift sacks/Wrapping Paper
- Originally you were going to purchase soft drinks from a supermarket for the event, but the application now advises you will need to purchase drinks from the bar. Doesn't this work out more expensive? The Wild Boar are offering the room FOC in exchange for purchase of soft drinks
- Also, your screenshots from Amazon have gone out of line and we are unable to see what exactly you are after. See attached screenshots of what I can see – please can you re-send these over so that we can clearly see the item descriptions. i will resend the screenshots after work today.

Kind Regards

Amanda Burford

PACC Treasurer

Priory Area Community Committee

Collection details:

Warwick on Sat 9th Dec 2023

Latest Food to order cancellation date:

Sat 2nd Dec 2023

Food to order collection (40 items)

Classic Sandwich Platter (20 Quarters)

x3



Wrap Platter (16 Wrap Pieces)

x3



Vegetarian Sandwich Platter (20 Quarters)

x3



Gluten free Sandwich Platter (8 Quarters)

x1



Loaded Chocolate Cake

x3



Quiche Lorraine

x3



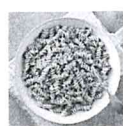
Luxury Coleslaw

x2



Charlotte Potato Salad

x3



Pasta, Spinach & Pine Nut Salad

x2



120* Pork Cocktail Sausages

x2

Sainsbury's Food to order



60* Mini Sausage Rolls

x3



60* Cheese & Onion Rolls

x2



24 Melton Mowbray Mini Pork Pies

x3



Mini Tart Selection (24 Tarts)

x2



Mini Smoked Scottish Salmon Blinis

x2



24 Salted Caramel & Chocolate Profiteroles

x3

Total:

£444.00

Sainsbury's Food to order

Please complete the form below and read and confirm that you agree with the Terms and Conditions.

First name *

Amanda

Last name *

Burford

Email address *

We'll need this to send you a confirmation email and your deposit refund voucher.

aburford61@live.com

Confirm your email address *

aburford61@live.com

Contact number *

In case we need to get in touch about your order

07395342514

Billing details

First line of billing address *

61 Wathen Road

Postcode *

CV34 5BB

Sainsbury's Food to order

Please enter your Nectar card details so we can inform you when Nectar becomes available on this service. Please note that Nectar points will not be earned on this order and are not currently available on this service.

Nectar Card

Terms and conditions

☐ I agree with the [Terms and Conditions](#) and [Privacy Policy](#). I accept that I will be able to cancel my order up to Sat 2nd Dec 2023 and after this date I will not be eligible for a refund.

[Back to basket](#)[Continue](#)

Sainsbury's Food to order

[Cancel Order](#)[Amend Christmas order](#)

Useful Information

[Privacy Policy](#)[Cookie Policy](#)[Cookie Settings](#)[Store Locator](#)[Terms & Conditions](#)

Sainsbury's Food to order

[Sainsbury's Groceries](#)

[Tu](#)

[Argos](#)

[Habitat](#)

[Sainsbury's Bank](#)

Looking for help

[Visit the Help Centre](#)

Basket

Basket Summary

Groceries

**Total (estimated)****£73.30****Offer savings****£1.90**

Clubcard points earned

73

Search in basket



Groceries

Reserve a slot for either home delivery or collection

**Book a slot**

Substitutions

If a product isn't available on the day of delivery, our pickers choose a similar alternative where possible.

View more**Allow substitutes for unavailable products in this order**

(You can also choose your preference for each individual item below)

[Book a slot](#)



Rest of shelf >

£1.49 £1.24/100g

10



10 in basket

Total: **£14.90**



Aldi Price Match

☐

Allow substitutions

Add a note



Quality Street Matchmakers Zingy Orange Chocolate Box 120g



Rest of shelf >

£1.49 £1.24/100g

10



10 in basket

Total: **£14.90**



Aldi Price Match

☐

Allow substitutions

Add a note



Terry's Chocolate Orange Milk Chocolate Box 157G



Rest of shelf >

£1.50 £0.96/100g

10



Book a slot

☐

Allow substitutions

Add a note



Cadbury Medium Santa Selection Box 145G



Rest of shelf >

£2.00 £1.38/100g

10



10 in basket

Total: **£20.00**

You have reached the maximum quantity of 10 for this group of products.

☐

Allow substitutions

Add a note



Tesco Finest Roast Turkey & Herb Butter Flv Crisps 150G



Rest of shelf >

£1.35 £0.90/100g

2



2 in basket

Total: **£2.00**

☐

Allow substitutions

Add a note

Clubcard
Price

£1.00 Clubcard Price

Offer valid for delivery from 09/10/2023 until 22/10/2023

Book a slot

Tesco Finest Crinkle Cut Pigs In Blankets Flavour Crisps 150G



Rest of shelf >

£1.35 £0.90/100g

2



2 in basket

Total: **£2.00**

☐

Allow substitutions

Add a note

Clubcard
Price

£1.00 Clubcard Price

Offer valid for delivery from 09/10/2023 until 22/10/2023

Jacob's Mini Cheddars Christmas Caddy 260G



Rest of shelf >

£2.50 £0.96/100g

2



2 in basket

Total: **£4.50**

☐

Allow substitutions

Add a note

Clubcard
Price

£2.25 Clubcard Price

Offer valid for delivery from 09/10/2023 until 31/12/2023

Book a slot

Empty basket

Please take a second to rate your experience with the Basket



TESCO

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Book a slot

Shopping Basket: 39 products



Morrisons Classic Sandwich Platter 20 Pieces

3

£36.00

Collection from: 16/10/2023



Morrisons Vegetarian Sandwich Platter 20 Pieces

2

£24.00

Collection from: 16/10/2023



Morrisons Meat Sandwich Platter 20 Pieces

3

£36.00

Collection from: 16/10/2023

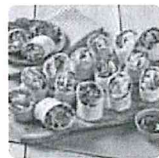


Morrisons Kids Sandwich Platter 20 Pieces

2

£16.00

Collection from: 16/10/2023

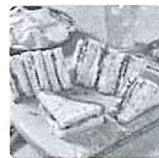


Morrisons Wraps Platter

3

£39.00

Collection from: 16/10/2023



Morrisons Gluten Free Sandwich Platter 8 pieces

1

£10.00

Collection from: 16/10/2023



Morrisons Large Savoury Grazing Box

4

£64.00

Collection from: 16/10/2023



Morrisons Savoury Grazing Box

4

£40.00

Collection from: 16/10/2023



2 for £4

2

Morrisons 20 Cheese & Onion Rolls

£4.78

£4.00

Collection from: 19/10/2023



2 for £4

2

Morrisons 30 Pork Cocktail Sausages

£4.78

£4.00

Collection from: 19/10/2023



Morrisons Large Melton Mowbray Pork Pie

2

£7.00

Collection from: 19/10/2023



Morrisons Quiche Lorraine

3

£15.00

Collection from: 19/10/2023



Morrisons Cheese & Onion Quiche 900g

3

£15.00

Collection from: 19/10/2023



Morrisons Raspberry Mini Sponge Sharing Patter

2

£19.00

Collection from: 16/10/2023



Morrisons Cookies and Cream Celebration Cake

2

£29.00

Collection from: 19/10/2023



Morrisons Fresh Cream Strawberry Gateau

1

£9.99

Collection from: 16/10/2023

Order Summary

Deposit:	£20.00
To pay in store (estimate):	£347.99
Order Total (estimate):	£367.99



[f](http://www.facebook.com/morrisons) (http://www.facebook.com/morrisons) [t](http://www.twitter.com/Morrisons) (http://www.twitter.com/Morrisons)

[in](https://www.linkedin.com/company/morrisonsjobs) (https://www.linkedin.com/company/morrisonsjobs)

Our Main Sites	+
Help & Information	+
Corporate	+
Terms	+



Steve

Active 11 minutes ago



26 SEP AT 16:52

Hi Colt, thanks for the enquiry
bud, I am available for your
date and I would like £120 pls
Sir



26 SE



17:22