



SMALL GRANTS PROGRAMME
(for one-off purchases - maximum £500)
APPLICATION FORM

Name of organisation	Parkgate Primary School Parent Teacher Association
Official address (if applicable)	Brooklands Road Parkgate Neston CH64 6SW

	First contact	Second contact
Name	Cassie Glassman	Peter Quayle
Position	Chair	Treasurer
Address	Brooklands Road Parkgate Neston CH64 6SW	Brooklands Road Parkgate Neston CH64 6SW
Telephone		
Email	pta@parkgate.cheshire.sch.uk	pta@parkgate.cheshire.sch.uk

Does your organisation have a named bank account with a minimum of two signatories?	YES	X
	NO	

Registration status (if applicable)	
Charity Commission registration number	1152874
Companies House registration number	

Your organisation	
What does your organisation do?	The PTA raise funds to spend on improving equipment and resources to enhance the children's education.
How does your organisation benefit the local community?	The money raised is used to enhance the learning experience of the children pupils of the school are allocated.
How many people benefit directly from the work of your organisation (itemise numbers of members, volunteers and service users)?	170 pupils their families, parents, siblings, local community.

Details of your grant application	
Item to be purchased including make/model and cost.	Parking Buddies Kiddie Road Safety Sign Kiddie Cut Out Road Safety Parking Buddies Pavement Sign with Lollipop

	<p>Message £185.00</p> <p>Car Parking and Site Safety Signs. Police Officer Parking Buddy Kiddie Cut Out Pavement Sign £185.00</p> <p>Car Parking and Site Safety Signs. Traffic Patrol Buddies/Kiddie Cut Out Pavement Sign £185.00</p>
Why do you need to make this purchase?	Despite the efforts of school communication, caretaker and local PCSO support some parents continue to park in a manner which is unsafe and ignoring the communication e.g. parking on corners of the road, double parking, having disregard for the road markings.
How will this purchase benefit your organisation?	To raise awareness of road safety and safe parking.
How will this purchase benefit the local community?	To ensure parking is responsible does not continue to block roads and drives.
TOTAL AMOUNT REQUESTED	£500

Financial information about your organisation (last financial year)	
What was the date of your last financial year end?	
What was your organisation's income in the last financial year?	£9,920.00
Did your organisation have a surplus or deficit for the last financial year?	Surplus £3,890.00
	Deficit £0.00
What were your organisation's unrestricted reserves at the end of the last financial year?	£1,500.00

Financial information about your organisation (current financial year)	
Are you projecting a surplus or deficit for the current financial year?	Projected surplus £1,500.00
	Projected deficit £0.00
What are your organisation's projected unrestricted reserves for the end of the current financial year?	£1,500.00

Previous grant support from Neston Town Council		
Please detail below previous grant support that your organisation has received from Neston Town Council during the past five years		
Date of grant award	Purpose of grant award	Amount
none		

The Town Council's funding priorities	
We look for projects that support the funding priorities detailed in the Town Council's Grants Policy. Which of these priorities will your one-off purchase support?	
To enable local people to participate in voluntary groups and activities.	
To help the Neston area's voluntary and community groups to improve the impact on the community.	X
To ensure the provision of services, needed by the residents of the Neston area, via the voluntary sector.	
To support organisations which meet the needs of people experiencing social and economic difficulties.	
To ensure that there is equality of access and opportunity for all Neston area residents to the services it provides and funds.	
To improve or enhance the local environment.	

Checklist	
Latest annual accounts	
Copies of written estimates or catalogue pages (if applicable)	
Policies for the protection of children and/or vulnerable adults (if applicable)	

Declaration	
1. I am authorised to make the application on behalf of the above organisation. 2. I have read Neston Town Council's Grants Policy and Funding Agreement. 3. I certify that the information in this application is correct. 4. If the information in the application changes in any way I will inform Neston Town Council. 5. I confirm that our organisation has the necessary governance in place to ensure accountability for the spending of any grant money allocated by Neston Town Council. 6. I understand that information provided in this application (with the exception of contact details and signatures) will be in the public domain and will be uploaded to the Town Council's website. 7. I agree to participate in monitoring, auditing and reporting feedback related to Neston Town Council grant funding.	
Name	
Signature	
Date	

Applications to the small grants programme will be considered at the next scheduled People Committee meeting following receipt.

You can submit your application electronically to council@nestontowncouncil.org.uk or by post to Neston Town Council, Town Hall, High Street, Neston CH64 9TR.

NESTON TOWN COUNCIL PRIVACY NOTICE FOR APPLICANTS TO THE TOWN COUNCIL'S GRANTS PROGRAMME

The Data Protection Act 2018 governs how we handle personal data.

Why are we collecting your information?

On our grant application forms most of the information we need relates to your organisation. However, we are often provided with names, email addresses, contact telephone numbers and addresses relating to named individuals who are submitting the form on behalf of the group. We are processing in accordance with the Data Protection Act 2018. We will only use the personal data supplied for the means of administering the grants programme.

How will we use your information?

The information you provide to us in connection with your grant application (including personal contact details) will be held securely as hard copy originals and as electronic data on Neston Town Council's shared drive. We will only use this information to assess, process and award community grants. For those successful in obtaining a grant award, we will use information about the project in publicity to promote the grants programme but will not share any personal data. If we want to use any photographs showing people at your events we will ensure we gain consent from them at the time in order to use images of them.

Who will we share your information with?

The information may be shared with other Council Officers and Town Councillors as part of our grant assessment and monitoring process. A redacted version of your grant application (removing private addresses, private telephone numbers, private email addresses and applicant signatures) will be considered at a grants meeting and, as such, will be uploaded to the Town Council website alongside other papers detailed on the agenda. Your contact details will not be passed on to third parties. Please note that Neston Town Council is subject to the Freedom of Information Act and other legislation.

How long will we keep your information?

Information from successful applicants will be retained for the current financial year plus six years. A redacted version of the grant application uploaded to the website as a meeting paper will be available to view for an indefinite period (private addresses, private telephone numbers, private email addresses and applicant signatures are redacted).

Information from unsuccessful grant applicants will be kept for 12 months from the point of application. A redacted version of the grant application uploaded to the website as a meeting paper will be available to view for an indefinite period (private addresses, private telephone numbers, private email addresses and applicant signatures are redacted).