



**MAIN GRANTS PROGRAMME**  
(for applications to a maximum value of £2,500)  
**APPLICATION FORM**

Name of organisation	Neston Flower Society
Official address (if applicable)	

	First contact	Second contact
Name	Pam Fleming-Williams	Wendy Cooper
Position	Chairman	Treasurer
Address		
Telephone		
Email		

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

Registration status (if applicable)	
Charity Commission registration number	1161124
Companies House registration number	

Your organisation	
What does your organisation do?	Neston Flower Society provides 10 floral demonstrations per year to members and visitors. The Society runs classes once a fortnight for beginner and more experienced flower lovers.
How does your organisation benefit the local community? Please include a specific example.	Neston Flower Society provides a creative, welcoming environment for all ages. We provide volunteers to Wirral Hospice St. Johns to deal with donated floral tributes and provide floral support for Memorial Services and other events. The Society contributes to local organisations, eg Transport for Neston, Brownies, Ladies' Day, NCYC
How many people benefit directly from the work of your organisation (itemise numbers of members, volunteers and service users)?	We have 120 members. 40 volunteers who help run events and outreach.
What activities, events or services has your organisation provided in Neston during the last 12 months?	12 meetings which are also open to non members. Fortnightly classes. 2 Workshops. Video for Ladies' Day
What activities, events or services does your organisation plan to provide in Neston for the next 12 months?	12 meetings, classes, Easter workshop, Celebratory Exhibition for 65 years of Neston Flower Society.

Your project		
Project title	Flowers Galore – 65 years of Neston	
Amount requested	£1000	
Project start date	Planning from December 2023 for 31 <sup>st</sup> May 2024	
Project end date	1 <sup>st</sup> June 2024	
Describe your project	To celebrate 65 years of Neston Flower Society, to inform and educate local residents regarding the history of Neston	
List the main objectives of your project	To put on a display of interest to the populace of Neston and surrounding areas and inform them about our Society.	
Explain how each main objective will be achieved.	Individual exhibits will highlight Coal Mining, Neston Female Society, RSPB on the Marshes, The Wirral Way, Ness Gardens and Parkgate Ice Cream. We will be running sessions for children to learn how to make a staff for Ladies' Day. Information will be available on our Society and how flower arranging has changed over the past 50 years.	
Provide a timeline for implementation of your project.	Exhibition booked at the Town Hall for 31st May and 1st June 2024	
Detail the evidence that proves why this project is needed.	Whilst we have been active for 65 years, our charity is relatively unknown and we wish to publicise the work of Neston Flower Society to the residents of Neston.	
Please demonstrate how the people who will benefit from your project, with lived experience of the issues tackled, have been involved in its development and how they will be involved in its delivery.	Members of the Society will be encouraged to volunteer with setting up and constructing exhibits, stewarding on the open days and providing refreshments for visitors. Local organisations, such as the Civic Society, Neston Female Society, RSPB will be invited to take part and provide displays.	
What difference will your project make to the lives of the people who will benefit from it and how will you measure its legacy?	Working with flowers and as part of a team can improve quality of life and benefit mental wellbeing. Measured by increasing membership and getting more local people to participate in classes.	
How many people do you estimate will benefit from your project?	Direct beneficiaries	Potentially all of Neston residents
	Volunteers	120 members
If you aim for your project to carry on in the future, how will you ensure it continues after the funding from this application has been used?	n/a	

Breakdown of project costs	
Description of expenditure	Amount £

Hire of Town Hall for 2 days	432
Publicity – leaflets, programmes, banners	300
Floor protection (plastic sheeting)	20
Paint, containers, floral tape, pins, etc	75
Floral foam – 10 boxes @ £14	140
Prizes for school children (book tokens) 10 x £5	50
Donation to Neston Air Cadets for help to set up and dismantle	50
Flowers – an estimate as the market will change	1000
General expenses – petrol for travel, etc	100
Ladies' Day 'How To' – Staffs, floral foam, ribbons, flowers, etc	180
Contingency	200
<b>TOTAL PROJECT COST (do not include in-kind costs)</b>	<b>2547</b>

<b>Sources of project funding and in-kind support</b>	
Have you secured any other funding for your project? If so, where from?	Amount
Shop4Neston	500
Description of in-kind assistance secured (eg volunteer hours or donated equipment)	Amount (what is the financial conversion for this in-kind help?)
Members arranging exhibits, stewarding, serving refreshments	100
Loan of display boards for historical photo display	200
Foliage from members gardens and Ness Botanical Gardens	200
Pedestals, stands and bases	200

<b>Financial information about your organisation (last financial year)</b>	
What was the date of your last financial year end?	December 2023
What was your organisation's income in the last financial year?	9361
Did your organisation have a surplus or deficit for the last financial year?	Surplus £1817
	Deficit £
What were your organisation's unrestricted reserves at the end of the last financial year?	£7440

<b>Financial information about your organisation (current financial year)</b>	
Are you projecting a surplus or deficit for the current financial year?	Projected surplus £
	Projected deficit £1000
What are your organisation's projected unrestricted reserves for the end of the current financial year?	£5000

<b>Previous grant support from Neston Town Council</b>		
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
June 2023	Queen's Jubilee celebration	£150


<b>The Town Council's funding priorities</b>	
We look for projects that support the funding priorities detailed in the Town Council's Grants Policy. Which of these priorities does your project 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.	/
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.	/

<b>Checklist</b>	
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	Mrs P R Fleming-Williams
Signature	
Date	23/01/2024

Applications to the main grants programme are considered twice a year and the deadlines for submission of applications are **31 March** and **30 September**.

You can submit your application electronically to [council@nestontowncouncil.org.uk](mailto: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 the data 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).