



## SMALL GRANTS PROGRAMME

(Maximum £500)

### APPLICATION FORM

Name of organisation	1 <sup>st</sup> Ness Guides
Official address (if applicable)	Ness Guide HQ, The Green, Little Neston

	First contact	Second contact
Name	Catherine Hilditch	Kate Fletcher
Position	Leader	Leader
Address		
Telephone		
Email		

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

Registration status (if applicable)	
Charity Commission registration number	306016
Companies House registration number	

Your organisation	
What does your organisation do?	Guides, skills for girls
How does your organisation benefit the local community?	Give the girls a place to go on a Tuesday night and help them learn new skills
How many people benefit directly from the work of your organisation? (Itemise numbers of members, volunteers and service users.)	19 girls, 4 leader

Details of your grant application	
Briefly describe the project, activity or purchase for which you require a grant. <i>Retrospective requests will not be considered.</i>	We would like to purchase a gazebo for use at the Village Fair and other fundraising events.
How will the project, activity or purchase benefit the local community?	It will bring entertainment to the community and help with the fundraising efforts of the Guides
Project/activity start date and end date	5 July 2025
How much will your project, activity or	£469



purchase cost in total?	
How much are you requesting from Neston Town Council?	£469
Please give a breakdown of the cost of the project, activity or purchase.	Please see below (will be branded with Girlguiding logo)
If your project, activity or purchase cost is more than the amount requested in this grant application, how will you fund the difference?	

Financial information about your organisation	
Please provide details of any reserves held by your organisation.	See attached
Have you attached accounts for the last financial year? If not, please explain why.	

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

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.	yes
To help the Neston area's voluntary and community groups to improve the impact on the community.	yes
To ensure the provision of services, needed by the residents of the Neston area, via the voluntary sector.	yes
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	Catherine Hilditch
Signature	
Date	15/3/2025

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

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 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).





## Print Package 2

- Printed canopy + full height wall for extra branding.
- Sturdy **gazebo frame** for all events.
- Comes with **tie-down kit** and **storage bag**.

from **£469.00** Inc VAT



Cash in hand and Bank						Copy No -
Date	Details	Cash	Bank - 1	Bank - 2		Total
	Opening balance	0.00	2,499.55	0.00		2,499.55
	Receipts	1,558.60	5,456.10			7,014.70
	Payments	0.00	-7,502.13			-7,502.13
	From cash to Bank	-1,558.60	1,558.60			0.00
	Tfr from Bank 1 to 2		0.00	0.00		0.00
	Tfr from Bank 2 to 1		0.00	0.00		0.00
	cash drawn from bank	0.00	0.00			0.00
	Closing balance	0.00	2,012.12	0.00		2,012.12



Enter level name here

Year: Tuesday, January 01, 2019 to Tuesday, December 31, 2019

Level trustees:

Melissa Murphy
Lesley Williams
Kate Fletcher
Carol Williams

Currency symbol

£

Opening Balances

Cash	
Bank 1	2,499.55
Bank 2	
Total	2,499.55

Bank 1 signatories

Melissa Murphy
Kate Fletcher
Lesley Williams
Carol Williams

Bank 2 signatories


Holidays - Events

	Start date	End date
1 Event 1 - Ireland Trip	Friday, August 02, 2024	Monday, August 05, 2024
2 Event 2 - Wicked theatre trip	28.06.24	28.06.24
3 Event 3 - Bingo fundraising		
4 Event 4 - Climbing Hut	Tuesday 3rd December	Tuesday 3rd December
5 Event 5 - London	Saturday 15th Feb 25	Sunday 16th Feb 25
6	Tuesday, January 01, 2019	Tuesday, December 31, 2019
7 Event 7 - change me	Tuesday, January 01, 2019	Tuesday, December 31, 2019
8 Event 8 - change me	Tuesday, January 01, 2019	Tuesday, December 31, 2019

Bank account details

Name	Sort code	Account no.
1st Ness Guides	01-07-02	

Privacy statement

We collect your personal information in order to process your expense claims and fulfil our legal obligations. For further information on how and why we use your personal data, including how long we keep it, your rights, who we share it with, and how you can contact us, please read our full privacy notice at: [girlguiding.org.uk/privacy-policy/](http://girlguiding.org.uk/privacy-policy/)



Income

Current balances -	£	0.00
Cash		2,012.12
Bank 1		0.00
Bank 2		2,012.12
Total		2,012.12

Enter level name here



Date	Payer reference	Details	Receipt ref	£ Cheque or cash	£ Online receipt	Subs bank transfer	Subs via cash	Cheques	Bank transfer	Events	Transfer	Details 7	Details 8	Details 9	Details 10	Details 11	Details 12	Details 13	Details 14	Details 15
Monday, August 05, 2024	Event 1 - Ireland Trip	Event 1 - Ireland Trip	tab	1,558.60	5,456.10	2,200.00			4,738.10	45.00	31.60									
28.06.24	Event 2 - Wicked theatre trip	Event 2 - Wicked theatre trip	tab	307.45	2,728.00				3,035.45											
	Event 3 - Bingo fundraising	Event 3 - Bingo fundraising	tab	-	85.00				85.00											
Sunday 3rd December	Event 4 - Climbing Hut	Event 4 - Climbing Hut	tab	326.40	-				326.40											
Sunday 16th Feb 25	Event 5 - London	Event 5 - London	tab	12.00	144.00				156.00											
Tuesday, December 31, 24	Event 7 - change me	Event 7 - change me	tab	662.75	222.50				1,085.25											
Tuesday, December 31, 24	Event 8 - change me	Event 8 - change me	tab	-	-				-											
Tuesday, December 31, 24	Event 8 - change me	Event 8 - change me	tab	-	-				-											
09.01.24	Parent transfer	LB subs			50.00	50.00														
16.01.24	Parent transfer	AS subs			50.00	50.00														
18.01.24	Parent transfer	KR subs			50.00	50.00														
24.01.24	Parent transfer	SS half subs payment			25.00	25.00														
29.01.24	Parent transfer	VC subs			50.00	50.00														
30.01.24	Parent transfer	DC subs			50.00	50.00														
30.01.24	Parent transfer	SH & NH subs			100.00	100.00														
30.01.24	Parent transfer	AW subs			50.00	50.00														
01.02.24	Parent transfer	ERNV subs			50.00	50.00														
06.02.24	Parent transfer	BD subs			50.00	50.00														
12.02.24	Parent transfer	ET & ST subs			100.00	100.00														
13.02.24	Parent transfer	EB subs			50.00	50.00														
16.02.24	Parent transfer	SS half subs payment			25.00	25.00														
24.02.24	Transfer from brownie acc	OWS subs			50.00	50.00														
28.02.24	Parent transfer	SF subs			50.00	50.00														
22.03.24	Transfer from brownie acc	LB subs			50.00	50.00														
16.04.24	Parent transfer	SF subs			50.00	50.00														
18.04.24	Parent transfer	SS half subs payment			25.00	25.00														
24.04.24	Parent transfer	AS subs			50.00	50.00														
30.04.24	Parent transfer	ET & ST subs			100.00	100.00														
30.04.24	Parent transfer	IME subs (brownie)			50.00	50.00														
01.05.24	Parent transfer	KR subs			50.00	50.00														
01.05.24	Parent transfer	DC subs			50.00	50.00														
16.05.24	Parent transfer	OWS subs			50.00	50.00			50.00											
17.05.24	Parent transfer	AW subs			50.00	50.00														
17.05.24	Parent transfer	AW camp with Thornton Hough Guides			45.00					45.00										
20.05.24	Parent transfer	SS half subs payment			25.00	25.00														
22.05.24	Parent transfer	SF & NH subs			100.00	100.00														
28.05.24	Parent transfer	VC subs			50.00	50.00														
10.09.24	Parent transfer	KR subs			50.00	50.00														
11.09.24	Parent transfer	SS half subs payment			25.00	25.00														
16.09.24	Parent transfer	ERNV subs			50.00	50.00														
17.09.24	Parent transfer	IF subs			50.00	50.00														
20.09.24	Parent transfer	ET & ST subs			100.00	100.00														
23.09.24	Parent transfer	AS subs			50.00	50.00														
14.10.24	Cash to bank	OWS subs		50.00		50.00														
14.10.24	Transfer round account	From wicked trip			31.60						31.60									
16.10.24	Parent transfer	SF & NH subs			100.00	100.00														
18.10.24	Parent transfer	SS half subs payment			25.00	25.00														
25.10.24	Parent transfer	DC subs			50.00	50.00														
25.11.24	Parent transfer	ET & ST subs (Jan 25-Apr 25 term)			100.00	100.00														
25.11.24	Parent transfer	HB subs			50.00	50.00														
09.12.24	Parent transfer	PB (new Guide) subs			50.00	50.00														

DIFF