

Chesterfield Borough Council

Application for Small Grant Aid 2015



- *The form should be completed in black ink or typed*

1. CONTACT DETAILS

Name of your Organisation or Group

Chesterfield & District Trades Union Council

Address

c/o 34 Glumangate
Chesterfield S40 1TX

Main contact for Organisation or Group

Title First Name Last Name

Mr Colin Hampton

Position held in Organisation or Group

Treasurer

Contact address (if different to the address above)

Telephone

07870 387999

Fax

01246 551529

Email

colin.hampton@duwc.org.uk

Is your organisation a registered charity?

If 'Yes' please quote the registration number:

2. THE SERVICE

Please give a description of the service to be provided

The Chesterfield & District TUC organises the May Day Gala on the May Bank Holiday in the Town Centre. There is a market for community organisations and entertainment in New Square and the Market Hall. The day traditionally has an international and cross cultural flavour. The grant will be used towards both entertainment on the platform in New Square and at the Market hall.

What long term Council priorities will the service to be funded by the Council meet?

It will help to:

Please ✓
box(es)

- A Sustainable Community – A flagship Sustainable Community by 2026.
- An Accessible, Equal and Cohesive Community – An inclusive Borough where everybody feels valued and has equal access to all local service and employment opportunities.
- A Living Community – Every household to have the opportunity of a decent home of their choice, which is affordable and accessible.
- A Working and Learning Community – A thriving economy in which everyone has the opportunity of a good quality job with access to the skills and training they need.
- A Safe, Healthy and Active Community – Everyone to be able to have a healthy lifestyle and to have a strong resilient cohesive community, safe from harm, with low crime rates and free from the fear of crime.

✓
✓

What benefit will there be to Chesterfield residents and/or the area?

If possible please also give an approximate percentage where there will also be a benefit to other people or other area(s)

We expect that there will be at least 5000 people attending the gala at some point during the day. The vast majority will be from the Chesterfield Borough area.

Will there be any others who benefit?

If so please give details and approximate percentages if possible

I would estimate that 40% will be from NE Derbys, Bolsover and beyond.

Please describe the users of the service

All ages, members of the public.

3. MONITORING & EVALUATION

What are the outputs or targets sought?

If possible, please give numbers, e.g. users, sessions, hours of service etc.

Successful well attended gala

Are there any significant stages or milestones during the year?

If possible please list 3 significant stages of your work during the year.

Booking entertainment
Producing leaflets, programmes, posters.
This year's Gala falls on Monday May 4th

What are the anticipated outcomes?

Please describe the impact that your work will have

We will provide a great day out for all within our community with an emphasis on the common issues that all are confronting on an international basis. Cultural activities will represent the international flavour of May Day. We will attract visitors to the town centre helping the local economy and sustaining employment.

How will you monitor and evaluate your service?

Chesterfield & District Trades Union Council will produce a report on the day's events evaluating the activities.

If the grant is being used to purchase equipment, please give details of where it will be kept and how its use will be controlled?

It is not.

4. GRANT REQUESTED

How much grant funding are you asking for from the Council for 2015?

£ 800

(Total amount requested must not exceed £5,000)

How much of this grant will be spent on the following items?

Please give details of your budget for next year split between the amount of grant to be used for existing services and new services; please add comments if appropriate

	<i>Existing Services</i>	<i>New Services</i>	<i>Comments</i>
Salaries (including National Insurance and pension) <i>Please give details for each job title</i>			
Staff recruitment			
Staff training and travel			
Volunteers training and expenses			
Rent, heat, light			
Room hire	750		Provision for market hall
Telephone			
Printing & stationery			
Equipment & depreciation			
Repairs & maintenance			
Audit/independent examination			
Insurance			
Other <i>Please give details</i>	50		entertainment

Please give details of other confirmed or anticipated income or funding

Please give details of income or funding for next year split between the amount to be used for existing services and new services; please add comments if appropriate

<i>Income or funding Please give details</i>	<i>Existing Services</i>	<i>New Services</i>	<i>Comments</i>
Derbyshire County Council	2500		
North East Derbyshire District Council	405		

Have you applied to Chesterfield Borough Council for any other funding or income this financial year (2015/16)? If so, who from, what for and how much?

This section should be completed by a person authorised to do so by the organisation

- I understand that the funding applied for is only to be used for the service described above
- I confirm that the information given in this form is accurate

Signed:

Name: Colin Hampton

Date: 02/03/15

Treasurer

CBC Office use only

- I have checked the application and all relevant information requested has been provided and is adequate.

Signed:

Name:

Date: / /

CONTRACT

1. Any grant awarded must be used exclusively by us for the purposes set out in this application.
2. No major change will be made to what we use the grant for or how we spend it.
3. Any grant from the Council cannot be used to pay for expenditure incurred or committed prior to the date of approval.
4. We will inform the Council of any changes to our Bank or Building Society Account.
5. We will acknowledge the Council's grant in our annual report, our Chair's or Secretary's report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the work supported by the grant. We will supply copies of these documents to the Council on request.
6. The grant must be spent as per application and ensure that no part of the budget is spent on:
 - Anything contrary to legal rules about Council spending,
 - On any kind of commercial or trading enterprise,
 - On any kind of political or campaigning activity and,
 - To benefit sole individuals.
7. If we do not spend the entire grant we will promptly return the unspent amount to the Council.
8. We will take steps to monitor the success of the project and complete the Monitoring Report.
9. We will keep all financial records and accounts, including receipts for items purchased with the grant, for at least two years from payment of the grant. We will make these available to the Council on request. We understand that this does not release us from the Council to keep our records for longer periods.

10. These terms and conditions will prevail and remain in force so long as any grant funds remain unspent and until the Monitoring Report has been received and approved by the Council.

Name: _____ *(Please write in capitals)*

Position: _____

Signed: _____

Date: ____ / ____ / ____

This contract must be signed by the Chair, Treasurer or Secretary of the organisation.