



HASLEMERE TOWN COUNCIL

Small Grant / Green Grant Application Form¹

CONTACT DETAILS

Name of Organisation	St Bart's PTA: Parents of Bart's (POBs)
Contact Name	
Position in Organisation	Chair of POBs
Address	St Bartholomew's C of E Primary School Derby Road Haslemere, Surrey, GU26 6NR
Telephone	01428 643634
Email	POBS@stbartholomews.surrey.sch.uk

PROJECT DETAILS

Name of Project	St Barts Nature Project												
What aspect of the project will grant money be used for. Please be as specific as possible. ²	<p>We are seeking a grant to further support the development of a brand new allotment and gardening area in the school grounds. Specifically, we are seeking funding for:</p> <table><tr><td>1 x 210 litre water butt</td><td>£54.99</td></tr><tr><td>Metal tap for water butt</td><td>£8.99</td></tr><tr><td>2 x outdoor recycling bins</td><td>£335.94</td></tr><tr><td>Labels for bins x 4</td><td>£16.48</td></tr><tr><td>Compost x 20 bags</td><td>£180.00</td></tr><tr><td>TOTAL:</td><td>£596.40</td></tr></table> <p>This grant will help us to maintain our allotment and gardens. The water butt will mean we are able to harvest rainwater to save, and use at a time when needed. This will mean we minimise use of mains water. The compost is essential for us to build nutrients into the soil so we can successfully grow plants and vegetables. The bins will allow us to recycle our organic waste, and provide even more essential compost.</p> <p>We believe that all our children have the right to learn about where food comes from and how it is grown, and our allotment and garden has been instrumental in helping us bring this vision to life. The parents have worked hard to transform the area from wasteland, to a hugely valuable asset that our children, teachers and parents can be proud of.</p>	1 x 210 litre water butt	£54.99	Metal tap for water butt	£8.99	2 x outdoor recycling bins	£335.94	Labels for bins x 4	£16.48	Compost x 20 bags	£180.00	TOTAL:	£596.40
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¹ Delete as appropriate

² Use a separate sheet if required

<p>What benefits for the Haslemere community do you expect will result from the project?³</p>	<p>The allotments and gardens provide a very hands on and practical way to teach the 420+ children and families that attend our school about how food is grown, and what it takes to nurture plants and vegetables.</p> <p>The water butt will mean we can save using water directly from the mains to water the area during the warmer season, and will allow us to then teach the children about the importance of valuing resources, especially scarce resources like water.</p> <p>The compost will enable us to teach the children about the importance of soil health, and why soil with the best nutrients will yield the best crops and plants.</p> <p>And the bins will enable to children to understand the life cycle of food, as they can see organic matter transformed into compost.</p> <p>We're dedicated to having these important conversations with our children to build their love and understanding of the natural world.</p> <p>We also host several days throughout the year where parents and carers come to the school to help maintain our wildlife, garden and allotment areas, which presents a great opportunity to continue to teach the local community about our living world.</p>
<p>Scheduled project start and finish date</p>	<p>February 2025 - ongoing</p>

FUNDING DETAILS

<p>Total estimated cost of the project</p>	<p>£750</p>
<p>Amount of grant requested from the Town Council</p>	<p>£596.40</p>
<p>Have you or will you be applying to other bodies for financial assistance?⁴</p>	<p>No</p>
<p>If yes please state: To whom applied</p>	
<p>Amount(s) applied for</p>	
<p>Amount(s) received</p>	
<p>Have you received a grant from the Town Council before? If so for how much and for what purpose?⁵</p>	<p>No</p>
<p>What fundraising activities will your organisation be doing to fund this project?</p>	<p>We regularly fundraise and have already invested in this project. We are now at a stage where we would like to secure this final piece of funding to ensure our garden and allotment is as sustainable as it can be and the water butts , bins and compost will allow us to do this.</p>

ORGANISATION DETAILS

³ Use a separate sheet if required

⁴ HTC will not accept applications for 100% of project funding

⁵ HTC will not accept applications from organisations which have been awarded a grant in the last two years.

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	Charity number - 1102182
Is it affiliated to a National Body? If yes please specify.	No
What are the aims and objectives of the organisation?	St Barts PTA exists to enhance the enjoyment of the school by the 420+ children and their families. We are here to deliver new and exciting projects independent of the school's existing programmes. Examples of our past projects include: <ul style="list-style-type: none"> • Updating play equipment in Key Stage 1 playground • Upgrading wildlife garden for children to benefit from time outdoors and spend time learning about nature
What is the geographical area covered by your organisation?	Haslemere and the surrounding villages
Bank account to which payment should be made This must be in the name of your organisation. Payments cannot be made to individuals.	St Barts PTA

VALIDITY CHECKLIST

For your project to be considered you must be able to confirm the following statements:

Criteria	Tick to confirm
The project is of benefit to residents of the Council's electoral area	✓
You hold a bank account in the name of the organisation applying, not an individual	✓
This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application.	✓
The grant is not for a project already completed	✓
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	✓
You consent to acknowledge HTC's contribution in your marketing / promotional material	✓

DECLARATION

In submitting this application on behalf of the stated organisation I certify that all statements made or enclosed to be true. This application and all supporting information may be made publicly available	Signed: <i>Sandra Gammon</i> Print name: Sandra Gammon
Date	24 th January 2025

NOTES FOR APPLICANTS

Application procedure

Please note that no application can be considered unless delivered to the Town Clerk at Haslemere Town Council, Town Hall, High Street, Haslemere, Surrey, GU27 2HG at least **ten (10)** working days before the relevant Grant Committee or Council meeting.

No application will be considered by the Committee unless the applicant is able to confirm all of the Validity Checklist criteria. If in doubt contact the Town Clerk 01428 654305.

Consideration and notification

The application will be considered by the Grants Committee generally for capital expenditure only and on a matched funding basis.

The Committee meets every two [2] months. Successful applicants will be informed by letter/email as soon as possible thereafter.

Payment procedure

A grant payment will only be made by the Town Clerk against production of an original invoice or invoices for goods or services made out to the recipient organisation. Under no circumstances will payment be made to an individual.

Payments are made by cheque/BACS therefore the recipient organisation must hold a bank account in the name of the organisation.

Grants should normally be drawn down in one amount. The Grant Letter will state that the grant will automatically lapse if it is not claimed within the time specified.

As a courtesy, a reminder letter will be sent to the applicant organisation one [1] month before the expiry of the grant advising that the funds have not yet been claimed.

Data Protection

The information provided in this form will only be used by the Town Council in the administration of its Grants process and for no other reason. The information will be processed in accordance with the Council's data retention policy.