



HASLEMERE TOWN COUNCIL

CIL FUNDING APPLICATION FORM

PLEASE USE THE CIL POLICY AND FUNDING APPLICATION FORM GUIDE TO ASSIST YOU IN COMPLETING THIS DOCUMENT AND ENSURE YOU COMPLETE THE VALIDITY CHECKLIST ON PAGE 4

Contact and organisation details

1. Applicant organisation	Shottermill Junior School
2. Name and position of main contact	Louise Gallagher – School Business Manager
3. Applicant contact details (phone no, email and address)	Louise Gallagher Shottermill Junior School Lion Lane Haslemere GU27 1JF admin@shottermill-jun.surrey.sch.uk 01428 642096
4. Type of organisation If a charity, please provide registration number	Local Authority maintained school ages 7 – 11 years
5. Is the organisation able to reclaim VAT?	Yes
6. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves and latest budget.	N/A

PROJECT DETAILS

7. Location of project	Shottermill Junior School Lion Lane Haslemere Surrey GU27 1JF
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<p>8. Summary of the project proposal</p>	<p>The school is looking to obtain funding to install stage lighting, stage curtain, audio and projector/screen equipment in the school hall. Currently the school has no stage lighting and stage curtain and the audio/projector and screen equipment is very old and not working properly. This means that the school is limited in what events can be held in the hall and when we need lighting for productions/events, this needs to be hired which is expensive as it also requires not just hiring the lights but the hiring of tower ladders to install the lights.</p> <p>Installing new permanent equipment will improve the space so that the hall can be used frequently for events ranging from assemblies, productions, discos, award ceremonies, movie nights etc. This will not only benefit the families who send their children to our school but also the wider community who use our facilities for community clubs as they will be able to hire out the school for a broader range of events e.g. ceremonies, productions, discos, movie nights etc. It will also give the potential for other community clubs to hire the facility e.g. youth drama groups etc.</p> <p>Unfortunately the school budget is decreasing year on year so there are no surplus funds to pay for the project as the budget has to be spent on running costs of the school e.g. salaries, energy costs, curriculum resources. The project is estimated to cost from £12,000 - £14,000 so the school is looking to obtain raise funds from school led activities and obtain grants/funding from a number of organisations to fund the project.</p>
<p>9. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>The school hall is used by the school community and external providers hiring the school for community clubs e.g. The Haslemere Youth Club, JK Coaching, Karate, Red Shoes, Koosa Kids. Improving the stage lighting, stage curtain, audio, projector and screen facilities in the hall will mean that the hall can be used for both school events and local events, benefitting those local Haslemere families whose children attend our school and the wider community.</p>
<p>10. What evidence is there of support from the community</p>	<p>A group of parents are raising funds for the project by carrying out a sponsored walk in May 2024 https://gofund.me/2ea3e56e This will be matched by both funds from our PTFA and a parent on behalf of the company that they work for (Shell - as part of Shell's supporting the local community initiative). It is estimated that £3,000 will be raised in total from the sponsored walk and matched funding.</p> <p>The Shottermill Great War Memorial Trust has given the school £3,000 towards the project. This was confirmed in January 2024 and the cheque has been received by the school.</p> <p>The school will raise funds from payments made for tickets for the summer school production in late June 2024. It is estimated that ticket sales will raise £1,000 in funding.</p>

	<p>An application has been made to The Haslemere Ha’Penny Trust for £3,000 to go towards the project.</p> <p>The PTFA will also raise an additional £1,000 funding to meet any additional costs.</p>
11. Proposed timescales for the project, to include any deadline or circumstance which would require funding within a specific period of time	It is proposed that the stage lighting, curtain and audio equipment would be installed by the end of June/beginning of July 2024 in time for the school production and Y6 leavers’ assembly. Funding for the stage lights, curtain and audio, would need to be received by July 2024 to pay for the equipment (approx. up to £10,000 – depending on the number of lights). The installation of the projector and screen (approx. up to £4,000) can be installed in September 2024 in time for the new academic school year. Funding for this will need to be received by September 2024.
12. Do you need planning permission to carry out the works?	No
13. If planning permission is required is it in place to carry out the works? If so, please provide the application number	N/A
14. What is the relationship between the applicant and the land/property ownership where the project is taking place? i.e. freehold/long lease/short lease /lease term? Please provide evidence.	Shottermill Junior School is a LA Surrey maintained school. Surrey County Council owns the school, school buildings and land.

FUNDING DETAILS

15. Estimated project cost	£12,000 - £14,000 depending on equipment. 3 quotes have been received and are attached with the application.	
16. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme		
	Amount	Detail
CIL funding sought	£3,000 from The Haslemere Town Council	To go towards the cost of the project – to match funding already received from The Shottermill Great War Memorial Trust (£3,000), funding applied from The Haslemere

		<p>Ha'Penny Trust (£3,000) and funding raised from the sponsored walk (forecast to be £3,000).</p> <p>The school has already obtained £3,000 in funding from The Shottermill Great War Memorial Trust and is forecast to receive £3,000 more in funding from the PTFA sponsored walk and has applied for £3,000 from The Haslemere Ha' Penny Trust. The school is also looking to raise £1,000 in funds from the ticket sales of the summer performance and the PTFA have committed to raising another £1,000 in funding for the project from other activities e.g. quiz night.</p> <p>The cost of the project is estimated to be up to £14,000 so the school is applying for £3,000 in CIL funding from The Haslemere Town Council to pay towards the costs of the project.</p>
Any other Local authority contribution eg WBC and/or SCC	N/A – all school funding has to go towards running the school – no surplus budget is available.	
Third party contribution	N/A	
Total cost	£3,000	
17. Detail of additional sources of funding available	See below Q18	
18. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>CIL funding is being sought as the project will benefit the families of Haslemere by improving the school's facilities not just for those children attending the school but for the wider community for those using the school for community events/clubs/activities as the improved facilities will allow the use of the school hall for events e.g. productions, assemblies, award ceremonies, parties.</p> <p>£3,000 obtained from The Shottermill Great War Memorial Trust (confirmed in January 24 from Sue Prebble: prebblesa@btinternet.com) £3,000 applied for from The Haslemere Ha' Penny Trust (application submitted in February 24) £3,000 to be raised by the PTFA and parents – sponsored walk in May 24 that will be matched by both the PTFA and company of a parent: https://gofund.me/2ea3e56e £1,000 to be raised from ticket sales for the summer 2024 school production</p>	

	£1,000 to be raised by the PTFA through fundraising activities.
19. Please indicate whether the organisation has previously received CIL or other funding sources from either Haslemere Town Council and/or Waverley Borough Council. If yes, provide amounts and timings	No - N/A
20. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed? And who will be responsible for it?	No – once the stage lighting/curtain/audio/projector and screen equipment are installed there will be no day-to-day running costs associated with the project as they will be permanent installations. The companies installing the equipment will be responsible for all installation works.

VALIDITY CHECKLIST

Criteria	Tick to confirm
The project is of benefit to residents of the Council's electoral area	Yes
You hold a bank account in the name of the organisation applying, not an individual	Yes
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, together with latest budget.	N/A – as is public sector/LA
This application is accompanied by 3 quotes for the work you are wanting done	Yes
The application is not for a project already completed	Yes
The application is not for ongoing costs for a project	Yes
The application is not for annual maintenance or repair	Yes
The application is not a project promoting a political party	Yes

The application is not for a project that conflicts with existing Town Council policies	Yes
The application is not for VAT that you can recover	Yes
The funds are not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	Yes
You consent to acknowledge HTC's contribution in your marketing / promotional material	Yes

Section E: Declaration

When you have completed the application please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Haslemere Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Haslemere Town Council via the Deputy Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Haslemere Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Haslemere Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Haslemere Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Haslemere Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: www.haslemeretc.org

Signed: _____ Louise Gallagher _____

Organisation: _____ Shottermill Junior School _____

Date: _____ 22nd April 2024 _____

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____

Date: _____