

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	23 rd March 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	8 New Applications for Financial Assistance		
Background	Cover report for Financial Assistance Applications. Current available balance for Permitted Financial Assistance applications is £5,830, the total for applications presented for permitted grants is £3,314 plus as much as possible for one application.		
Details	GR18: CONGLETON WEST RANGERS The Rangers have applied for a maximum grant of £3,094 towards a total fundraising requirement of £9,870, which is to go towards fundraising total for travel costs to their Adventures in Lisbon trip. GR19: 4th CONGLETON RAINBOWS They have applied for a grant of £220 towards a total project of £880, which will go towards setting up a new rainbows group. GR20: GUIDING ASSOCIATION NORTH WEST ENGLAND A Congleton Guide has applied for a contribution towards a fundraising requirement of £2,600 towards a conservation trip in Madagascar.		
Decision Requested	To discuss and approve Financial Assistance applications.		



Congleton Town Council

Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	AR18
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1.1	Applicant(s):	[REDACTED]
1.2	Representing:	Congleton West Ranger Unit
1.3	Email Address:	congletonwest@girlguidingcheshireborder.org.uk 3rdcongletonguides@gmail.com
1.4	Tel No.	[REDACTED]
1.5	Project Title:	Adventures in Lisbon
1.6	Project Objectives:	A confidence building trip to Lisbon that will give our Rangers the opportunity to travel by plane to a different country at a Girlguiding international event. To push them out of their comfort zone, develop cultural sensitivity, be immersed in a new language, to network with international peers and to gain independence. There will be 12 Rangers and 2 Leaders
1.7	Brief Project Description:	Adventures in Lisbon is an up-to 10 day event (we are going for 5 of those) in Portugal. The key event day on 12 August will see 600 guides from 17 countries take part in a city game. The purpose of the trip is to support our Rangers in learning to plan, research, fundraise and gain experience of travel. We also hope to have the opportunity to meet with some members of Portuguese guiding whilst we are there. Like most young people, our Rangers have missed out on opportunities during the pandemic, including taking part in the European Jamboree in Poland which had to be canceled. For some, this is their last available opportunity before they leave secondary school. It also falls when the cost of living crises has hit many households meaning financial pressure is high.
1.8	Details accounts/budgets	Flights £188.00, Airport bus transfer £7, City transport £26 Adventures in Lisbon ticket £40, Travel Insurance £19, Accommodation £205, Food budget – self catering allowance £100, Food allowance – eating out £40, Activities £60, Contingency £20 TOTAL £705pp

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£9870 (£705pp)
2.2	Total contribution sought:	£3094 (£221pp) We know that this is an ambitious ask and we would welcome and be thankful with any amount of financial assistance that could possibly be shared with us.

2.3	What will the money be spent on?	<p>We are asking for financial support to cover the transport element of the trip. Ryanair is the only flight provider from Manchester to Lisbon.</p> <p>Transport includes (in GBP): Flights + hand luggage only – £188 each Airport transport £7 each City travel pass £26 each</p> <p>TOTAL for 14 members: £3094</p>
2.4	Any ongoing costs:	<p>There are no ongoing costs but a note to say to ensure that costs have been kept to a minimum we have teamed up with Jodrell and Handforth Rangers with a total of 31 members in total going together on this trip. This has meant that group savings have been made where possible as well as ensuring we have the right adult ratios. We are only seeking financial support for the 14 Congleton members.</p>
2.5	Details of confirmed match funding include source Cash: In kind:	<p>Each Ranger and Leader have committed to paying the balance of their trip after all fundraising. All our leaders are volunteers and will be paying for their trip personally.</p> <p>Fundraising plans include:</p> <p>Selling refreshments at Daneside Theatre for the Matilda show in January; Helping at the Congleton Town Mayor's Strictly High Tea Dance at the Town Hall on 26th February; Rotary Swimathon raising funds for Rotary charities and Rangers in March; Trefoil Guild Spring Fair in March</p>
2.6	Resources needed:	<p>If there is a hand luggage sized Congleton Town Council banner, we would like to take this to Lisbon for a picture. Otherwise, no resources are needed thank you.</p>
2.7	Estimated timescale of project from start to finish:	<p>11 August 2023 – 16 August 2023</p>


Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<p>As you may be aware Girl Guiding is a non-profit charity ran by local volunteers. Our Ranger unit are aged between 14 and 17. Our purpose is to give girls the opportunity to have fun, adventures and discover their potential in a safe space giving them skills and confidence as they grow; for the benefit of themselves and their local communities.</p> <p>Our members and leaders are residents of Congleton, meet at Black Firs Primary school and most of our Rangers attend high schools in Congleton.</p> <p>We are active in our community. We help with Congleton in Bloom every year. Last year we helped early in the year to plant hedges and trees. Later, during the summer we designed the planting of the boat in the poly tunnel at the park and then a group of us went to plant it up.</p> <p>We also spent a couple of evenings weeding and tidying in the community garden next to the war memorial in the town center and over the summer we helped in the poly tunnels at the weekend, watering, weeding and welcoming visitors. In past years we've also helped clearing, weeding and pruning at the community orchard near Astbury Mere. Last autumn we helped with water stations during the Congleton Half Marathon. Five of our Rangers are also Young Leaders with Rainbow or Brownie units in Congleton. Some will be help Congleton in Bloom again with tree and hedge planting in February and March.</p> <p>We also march for the Remembrance parade each November.</p>
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3.2	Are there similar services/projects provided in the area NA	NA
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Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Each member will evaluate their trip and share their experiences with other Rangers and Guide units in Congleton.
4.2	Describe how you will promote the Town Council in your project	We would wish to acknowledge our Town Council across social media posts along with a photo from Lisbon. We would also send a submission to the Congleton Chronicle highlighting the financial support.

Signature: 

Date: **18 January 2023**

NOTE: Personal details given on this form will be redacted for public purposes, but the office will keep a copy within its electronic and paper files for the purposes of processing the grant. If successful the information will be kept for six years in line with HMRC rules. Your details will not be used or shared for other purposes in line with Congleton Town Council's Privacy Policy and GDPR 2018.



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	AR19.
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1.1	Applicant(s):	[REDACTED]
1.2	Representing:	4th Congleton Rainbows
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	New Girlguiding Rainbow Unit for Congleton
1.6	Project Objectives:	To provide a further Congleton Rainbow unit as the waiting list currently stands at almost 100 girls.
1.7	Brief Project Description:	<p>There are currently almost 100 girls waiting for a place at Rainbows, and our existing units in Congleton are full to their capacity (based on 1:5 adult to child ratios). Sadly, as it stands, this means that many of the girls currently on a waiting list will not get a place at Rainbows. I am an existing leader at 2nd Congleton West Rainbows (Thursday night) who is willing to set up a new unit on a different night (Tuesday). I have managed to put together a new leadership team to help me, and found a venue.</p>
1.8	Details accounts/budgets	<p>First year budget costs - Room rental cost at £540.00 Rainbow Badges and Certificate costs at £120.00 Stationary and Print at £90.00 Volunteers Leaders polo shirt at £60.00 Rainbows Promise Book at £45.00 Volunteers First Aid Course at £25.00</p>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£880.00
2.2	Total contribution sought:	£220.00
2.3	What will the money be spent on?	I am looking to cover 25% of the first years running cost to give me initial funding to get the unit off the ground.


2.4	Any ongoing costs:	Room hire Badges and Certificates Stationary
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	Each new member of the unit will pay a half term sub to help cover the ongoing costs. £10 per term (6 weeks) with 6 half terms means £60 per year per Rainbow. We can take a maximum of 15 but will start with 12 in our unit. This will bring funding of around £720 per year and we will look to claim back any applicable Gift Aid from the Government. All the leaders and helpers are volunteers.
2.6	Resources needed:	NA
2.7	Estimated timescale of project from start to finish:	Hoping to open unit from 7th March 2023

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Girl Guiding is a non-profit charity ran by local volunteers. The unit (Rainbows) are primary aged girls aged 4 to 7. Our purpose is to give girls the opportunity to have fun, adventures and discover their potential in a safe space giving them skills and confidence as they grow; for the benefit of themselves and their local communities. Our members are residents of Congleton and will meet Trinity Church Hall on a Tuesday Evening. Our girls are encouraged to take great pride in their town and have respectful and helpful to its residence. We live by our values "I promise that I will do my best to think about my beliefs and to be kind and helpful".
3.2	Are there similar services/projects provided in the area	There is currently four Rainbow units in Congleton.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	NA
4.2	Describe how you will promote the Town Council in your project	Your funding contribution would be acknowledged across social media posts along with the photo, a report will be sent to the Chronicle also highlighting the financial support.

Signature: 

Date: 7th January 2023

NOTE: Personal details given on this form will be redacted for public purposes, but the office will keep a copy within its electronic and paper files for the purposes of processing the grant. If successful the information will be kept for six years in line with HMRC rules. Your details will not be used or shared for other purposes in line with Congleton Town Council's Privacy Policy and GDPR 2018.

Congleton Town Council
Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR20/2223
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1.1	Applicant(s):	
1.2	Representing:	Guiding Association North West England
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	North West England guides conservation trip to Madagascar 2023
1.6	Project Objectives:	to support the conservation charity, SEED (sustainable environment, education and development) with their project to monitor and survey endangered species while developing useful life skills.
1.7	Brief Project Description:	I will be 1 of 10 rangers (aged 16-18) from the whole of the North West England to fly to Madagascar and spend two weeks living off grid in one of the world's poorest countries taking part in a conservation project that has been running for a number of years tracking the growth and decline of endangered species.
1.8	Details accounts/budgets	I am required to raise £2600.00 to cover the cost of this trip. currently approximately half way there, through fundraising activities and grants from local organisations.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£2600.00
2.2	Total contribution sought:	any contribution would be gratefully received
2.3	What will the money be spent on?	the money will be spent on air travel and living costs while away. the cost of the project has been set by North West England Guiding Association.
2.4	Any ongoing costs:	the amount stated above covers full cost.

2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	N/A
2.6	Resources needed:	camping equipment to be purchased from budget outlined above
2.7	Estimated timescale of project from start to finish:	project will take place in August 2023

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	the opportunity to attend a project such as this are a significant draw for local teenagers to attend and remain engaged with local girl guiding youth groups, providing a safe and supported place for the young people of Congleton to gather.
3.2	Are there similar services/projects provided in the area	to my knowledge there are no other organisations in the area offering the opportunity for young people to engage in conservation projects of this nature.

Part 4: Evaluation

4.1	How will the project be evaluated and who will carry out the evaluation?	the success of the project will be evaluate by North West England Guiding Association when they review the number of people actively participating in guiding in the local area and the number of people that apply for future trips.
4.2	Describe how you will promote the Town Council in your project.	within guiding literature relating to the trip I will acknowledge all the local organisations that have supported me in attending.
4.3	Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO

Signature:

Date: 14/11/2022