



Please read the Grant Criteria document before you start your application process.

Application Reference (Office use only): GR08/2425	
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Havannah PTA
Address of Organisation:	C/O Havannah Primary School, Malhamdale Road, Congleton CW12 2DF
Name of Applicant:	Joanne Reeves
Position:	Co-Treasurer
Telephone Number:	
Email address:	
Website:	
Registration Number (If relevant)	1014603
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Charitable Organisation
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	
<p>In our 30 years in working alongside Havannah Primary School in Congleton, we have worked to improve and advance the education of the pupils within the school. We do this by undertaking general fundraising and grant applications that allow us to support projects and the education of all pupils who will pass through the school that would not otherwise be affordable or covered by the existing school budget.</p> <p>There are currently 232 pupils on the school roll and this year we have fundraised to support various projects such as a new reading retreat, sports kit for the school teams, a new school garden growing fruits, vegetables and flowers and support to all classes for school trips to make them more affordable for parents.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Havannah Recycles
Project Objectives:	To improve the recycling opportunities within Havannah Primary School
Brief Project Description:	<p>The PTA are looking to purchase new recycling bins for the play areas of the school to allow the children to actively take part in recycling to improve their immediate area and foster good habits to take into the wider community.</p> <p>One bin would also collect food waste to reduce the emissions of the school and be used to process for compost for the school garden.</p>
Total Cost of Project	£1,619.64
Total contribution sought:	£1,000.00
Details of cost breakdown and budgets:	<p>3 x 70L food recycling @ £269.94 each</p> <p>3 x 70L Mixed recycling @ £269.94 each</p>
What will the money be spent on?/ Resources needed:	9 Recycling bins for three separate play areas
Any ongoing costs:	No
Details of confirmed match funding, include source Cash/Grant: In kind:	Additional funding will be supplied by Havannah PTA through existing funds and further grant requests.
Estimated timescale of project from start to finish:	To be in place as soon as funding is available
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	We envisage that this will promote a positive outcome for the pupils of the school so that they learn about recycling and what they can do to make their local environment a better place for all. It will also show then that little steps they take can make big changes in their area.
Are there similar services/ projects provided in the area	Only glass and clothing banks at local shop. Clothing bank also available at the school
5: EVALUATION	
How will the project be evaluated and who will	We will evaluate the project by measuring the amount of waste that is recycled rather than put into general waste and sent to landfill. This will

carry out the evaluation?	be done on a continuous basis by members of the PTA and school staff team
Describe how you will promote the Town Council in your project.	Acknowledgement will be given to Congleton Town Council on all promotional material and press releases. Where possible, if the Town Council can provide stickers, these will be attached to the bins
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) We have read the policy: YES
Will you be attending the meeting to support your application	Date will be provided by the RFO YES

Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
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Signed:	J Reeves	Date:	02/07/2024
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN

Treasurers Report 2022-2023

01/09/2022 to 31/08/2023

ACTIVITY	INCOME	EXPENDITURE	PROFIT
Fundraising Events			
Christmas Performance	£742.11	£391.65	£350.46
Cricket Club	£72.00	£8.00	£64.00
Advent	£150.00		£150.00
Light Switch on	£453.10	£180.67	£272.43
Parents eve	£50.50		£50.50
Harrington Arms	£268.30	£65.56	£202.74
Pre-Loved market	£870.10		£870.10
Donations	£50.00		£50.00
Match Funding (Charities Trust)	£1,019.83		£1,019.83
Elfridges	£709.50	£576.22	£133.28
Non Uniform	£255.30		£255.30
Penny Challenge	£108.29		£108.29
Valentines Disco	£914.20	£699.81	£214.39
Mothers Day Shop	£467.50	£311.19	£156.31
Easter Bingo	£1,137.30	£109.26	£1,028.04
Father Day Shop	£314.00	£137.48	£176.52
Sports Day	£2,249.18	£1,300.92	£948.26
Summer Event	£570.32	£101.27	£469.05
Cake sale	£196.27		£196.27
PTA Shop	£89.48		£89.48
Freeer Friday	£342.60	£141.94	£200.66
Misc			
Small Donations	£174.46		
SCHOOL LOTTERY	£1,453.70		
AMAZON SMILE	£138.82		
EASY FUNDRAISING			
TENS		£84.00	
LOTTERY LICENCE			
CLOTHING BIN	£157.80		
GRANT	£1,250.00		
PTA Grants to School (2021-22)		£1,266.24	
PTA Grants to School (2022-23)		£3,011.38	
Other Expenditure		£1,863.93	
Medals		£510.00	
ACTUAL TOTAL FOR THE YEAR	£14,204.66	£10,759.52	£3,445.14

2022-23 Income to be banked	£35.00		
2022-23 Expenses not paid		£3.00	
Revised totals for the year	£14,239.66	£10,762.52	<u><u>£3,477.14</u></u>

PTA Grant Expenditure

PTA Grants to School (2021-22) £1266.24		
Colour Run 22		£138.00
Book Bags		£26.00
Sand and Water Play		£245.00
Outdoor Play		£857.24

PTA Grants to School (2022-23) £3011.38		
Tablets		£517.56
Books		£540.00
Book Bags		£237.50
Mixers		£70.00
Benches		£390.00
Microscopes		£1,256.32

Havannah Primary School PTA
 Auditors Statement
 Year Ending - 31/08/2023

Receipts and Expenditure

Bank Income

Transactions (Inc Interest)	14204.66
	<u>14204.66</u>

Bank Expenditure

Transactions	10759.52
	<u>3445.14</u>

Summary

Income	14204.66
Expenditure	10759.52

Net income	<u>3445.14</u>
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Start Balance	5,131.46
income for 2022/2023	14,204.66
expenditure	10,759.52
carried forward balance	<u>8,576.60</u>

Auditors Statement

I can confirm the above account are a true reflection of the Havannah County Primary School PTA financial accounts for the year ending August 2023

Signed..... Dated.....

Victoria Stradling