

## **Grant summary**

Organisation  
Scoop and Scales

Funding request  
The group are requesting funding towards half of the rent costs of Macc Eco Hub.

Total cost  
£2,200

Grant requested  
£900

The difference between the total cost and the grant requested will be bridged by the groups own fundraising and renting the space out to others.

## Macclesfield Town Council Large Community Grant application form

Grants from £250 up to £2,000

Community for Voluntary Services Cheshire East (CVSCE) is a registered charity and independent organisation that provides support and services to groups. CVSCE provides support to Macclesfield Town Council's grant programme by reviewing completed grant application forms to ensure they meet the criteria set out in the Council's Grants and Funding Policy. For more information, please refer to the policy.

CVSCE can also offer guidance on completing the application form.

### Your Contact details

Please complete table 1.

Table 1 Contact details

Applicant name:	██████████
Position in organisation:	Co-chair and shop manager
Organisation:	Scoop and Scales
Address:	The Old Sunday School, Roe Street, Macclesfield, SK11 6UT
Contact number:	██████████
E-mail address:	<a href="mailto:scoopandscales@gmail.com">scoopandscales@gmail.com</a>
Contact address (if different from above):	
Telephone number:	See above
Website:	<a href="http://www.scoopandscales.co.uk">www.scoopandscales.co.uk</a>

### Contact details for senior member of the organisation

This must be the chair, secretary, treasurer or a senior member of your committee and different from above.

Please complete table 2.

Table 2 Contact details for senior member of the organisation

Senior contact name:	[REDACTED]
Contact address:	[REDACTED]
Telephone number:	[REDACTED]
E-mail:	[REDACTED]
Position in organisation:	Treasurer and shop manager

## Organisation profile

Please complete table 3 to describe your organisation profile, selecting Yes or No where applicable.

Table 3 Organisation profile

Registered charity:	Yes / <b>No</b>
Registration number:	
Voluntary organisation:	Yes / <b>No</b>
Community group:	Yes / <b>No</b>
Company Limited by Guarantee:	Yes / <b>No</b>
Not for profit organisation:	Yes / <b>No</b>
Social enterprise:	Yes / <b>No</b>
Other:	Cooperative
How long has your organisation been in existence?	3 years (over 2 as a registered cooperative)
What does your organisation do? (A summary of this information will be used on our website if your application is successful). Maximum of 50 words:	Environmental organisation that currently runs a refill shop and wants to expand our environmental education arm

Please complete table 4 on your organisation's land, premises and facilities, selecting Yes or No where applicable.

Table 4 Land, premises and facilities

Own its own land/premises/facilities	Yes / <b>No</b>
Hire private land/premises/facilities	Yes / <b>No</b>
Hire local authority land/premises/facilities	Yes / <b>No</b>
Lease the land/premises/facilities	<b>Yes</b> / No
Please give details of lease expiry date/length of lease	We have a rolling 12 month lease, which is next up for renewal in July 2023

Please complete table 5 to indicate how many staff, paid or otherwise, are involved with your organisation.

Table 5 Number of staff

Number of full time paid staff	
Number of part time paid staff	6 (no employees directly, we are looking at options to move to this model from having the shop managers as independent contractors)
Number of casual paid staff	
Number of full time unpaid staff	
Number of part time unpaid staff	
Number of casual unpaid staff	

## Previous funding

Has your organisation received a grant from Macclesfield Town Council before?

Please complete table 6, selecting Yes or No where applicable.

Table 6 Previous funding

Previous funding from Macclesfield Town Council	Yes/No
If yes, please tell us when and how much was awarded:	£1,200 was kindly awarded in July 2020 to allow us to purchase stock from local suppliers
How did you hear about the Community Grant Scheme?	Through the Town Council website

## Your project/activity/event

Complete table 7 to describe you project, activity or event.

Table 7 Project/activity/event description

Date of activity/event or anticipated start date of project:	December 2022
Name of project (maximum 10 words):	Macc eco-hub (final name tbc after branding work)
Briefly describe what the grant you are requesting is required for and why it is needed (maximum 150 words):	S&S have been renting additional space for 3 months at the Old Sunday School as a trial. We have hosted a number of events and exhibitions in this time. To make this more permanent we want to rent the space for a year, and we want to work with green groups to develop this into an inspiring eco-hub space where people can find out about what is happening in

	Macc and put on events to change people's behaviour.
If you are successful with your application, please describe what your project/event/activity will achieve and what difference it will make to your organisation/area, how it will extend/develop community activity and how it meets the criteria listed in the Policy for the Allocation of Community Grants (maximum 150 words):	<p>The simple idea, is that the eco-hub will have information regarding all the green groups in an exhibition format, and that the space can be used for meetings and events.</p> <p>There are so many good things happening in the environmental field in Macc (including work from the Town Council), but what it lacks is a space to help the groups promote their work, collaborate better, and to aid people who want to get involved to find out information more simply.</p> <p>By having this space, we want to make it easier for more people to live greener, happier lives.</p>
How will your project or service be sustained in the future? Maximum 50 words):	In this application, we are seeking half of the funds required to hire the space for a year (£1,800). We will raise the remaining monies through contributions from S&S reserves, and through renting out the space for occasional events, with a focus on supporting the arts.
If your application is for an event and you make a profit, please state how this will be used:	We do not seek to make a profit from this, in fact we want to invest some of our profits to fund it. If we do have a small surplus, it will go into future rent costs for the space.

## Projected expenditure

Complete Table 8 with estimates of your total project costs and provide brief details. Use a separate sheet if necessary and provide quotes.

Table 8 Projected expenditure

Item	Estimated cost	Details
New build/refurbishment	£200	We would like to give the room a lick of paint and varnish the floor.
Furniture/fixtures/fittings		
Equipment purchase		
Equipment hire		
Premises/facility hire	£1,800 p.a	The space is available to us and the community, from 3pm onwards each week day, during school holidays,

Item	Estimated cost	Details
		and during weekends for an annual rent of £1,800.
Materials		
Advertising/marketing/publicity	£200	We will spend a small amount to get some branding support and some digital and physical publicity materials.
Workshops/seminars/training		
Other		
Total Cost: £2,200		(leave blank)
<b>We are applying here for £900 towards the rent for the space</b>		

## Projected income

Complete Table 9 to specify match funding from other sources (external grants, own contribution etc), selecting Yes or No where applicable.

Macclesfield Town Council will take into account your ability to obtain funding from other sources and from your own existing funds when recommending an award.

Table 9 Projected income

Item	Amount	Applied for and expected to hear date	Confirmed
Matched funding amount (Grants etc.)		Yes/No	Yes/No
Own existing funds/fundraising	£800	Yes/No	Yes/No
Projected income from renting the space	£500	Yes/No	Yes/No (we would be able to pursue this once we get initial funding in)
Other Local Authority e.g. Borough/Town Parish		Yes/No	Yes/No
Sponsorship (Please specify)		Yes/No	Yes/No
Donations (please specify)		Yes/No	Yes/No
Non-cash or in-kind contributions		Yes/No	Yes/No
Total projected income	£1,300	n/a	n/a
<b>Amount requested from Macclesfield Town Council</b>	£900	n/a	n/a
<b>Balance outstanding</b>	£0	n/a	n/a

Item	Amount	Applied for and expected to hear date	Confirmed
<p><b>Please state exactly what the town council funding will pay for:</b> half of the rent of the space for a year</p>			
<p><b>If there is a balance outstanding or you are not awarded the full amount requested from Macclesfield Town Council, state below how the shortfall will be covered or whether the project will be delayed:</b> We envisage the project will go ahead as planned, to cover the rent for the whole of 2023, however, we would need to take this to the S&amp;S directors for approval. Our plan would be try and rent out the space more frequently and/or increase the cost of rent, we would then have to make up any shortfall through dipping in to our reserves. This situation is not ideal, as we want to offer the space to free for green groups, and for those we charge, for the rent to be affordable. This is much more achievable if we are able to secure a contribution to the annual rent via a grant.</p>			

## Accounts summary

Answer the questions below and complete Table 10 to summarise the organisation's most recent accounts.

Are the figures a projection because the organisation has been running less than 15 months? Yes/**No**

Are the figures from the organisation's latest accounts? **Yes**/No

If your organisation is VAT registered, please supply your VAT number:

Table 10 Accounts summary (see full accounts attached)

Account year ending	21/22
Total income for the year:	£134,296
Annual expenditure	£121,818
Surplus or deficit:	£12,478
Total savings or reserves in the bank at year end:	At end of 21/22 the bank balance was £25,972. As of 7/10/22 it is £19,351

## Bank details

Complete Table 11 with the organisation's bank details.

Table 11 Bank details

Organisation's bank account name (payee name):	Scoop And Scales
Organisations bank account sort code and account number:	[REDACTED]

## Project beneficiaries and equality

Complete Table 12, selecting Yes or No where applicable.

Table 12 Project beneficiaries and equality

Total number of people you expect to access your event, activity or facility:	2,500 (estimated 50 people per week)
Which groups will benefit from your project (i.e. age, disability, ethnicity, disadvantaged etc.)?	All groups
Which geographical area (whole parish or ward(s)) will benefit most from your project, event or activity?	The space is in the town centre, although from looking at address data from previous event attendees, there is a townwide spread. In addition, the 400+ members of S&S are drawn from across the town (and even Bollington!)
Does your organisation restrict access on the grounds of age?	Yes/ <b>No</b>
Does your organisation restrict access on the grounds of disability?	Yes/ <b>No</b>
Does your organisation restrict access on the grounds of gender reassignment?	Yes/ <b>No</b>
Does your organisation restrict access on the grounds of marriage and civil partnership?	Yes/ <b>No</b>
Does your organisation restrict access on the grounds of pregnancy and maternity?	Yes/ <b>No</b>
Does your organisation restrict access on the grounds of race?	Yes/ <b>No</b>
Does your organisation restrict access on the grounds of religion and belief?	Yes/ <b>No</b>
Does your organisation restrict access on the grounds of sex?	Yes/ <b>No</b>
Does your organisation restrict access on the grounds of sexual orientation?	Yes/ <b>No</b>

## Supporting documentation

Please complete Table 13, selecting Yes or No to indicate if you have the documents. You do not need to send these documents in with your application (apart from your Governing Document, which must be signed, and Safeguarding Policies, to be supplied by e-mail or post within 7 days of submitting this application) but we may request copies at a later date.

Up to date Annual accounts/income and expenditure	Yes/No
Governing Document	Yes/No
Safeguarding policies	Yes/No
Relevant insurances	Yes/No
Quotes/estimates for equipment	Yes/Na
Affiliation to a Governing Body	Yes/No
Equalities and Inclusion Policy	Yes/No
Planning permission	Yes/Na

## Data Protection

Please ensure that you read this section before submitting your application.

### Grant application administration

Part or all of the information you supply to us will be held on our IT system. This information will be used for the administration of grant applications and for statistical analysis.

Copies of your application, but with personal details redacted, will be provided at the relevant council meeting for consideration of awarding the grant.

For transparency purposes, information about successful grant applications is added to our website and made available to the local press. The press may request contact details of someone able to provide additional information.

Please indicate below if you consent to us passing on your name and email address to the local press for this purpose.

Yes / No

### Grant application support

Please indicate below if you agree for this form to be shared with CVSCE for the purposes of evaluating the application against Macclesfield Town Council's criteria for grants:

Yes / No

Please indicate below if you agree if you agree to CVSCE contacting me by the following methods to provide feedback or offer additional support on completing this application:

Postal address      Yes / No

Email address Yes / No  
 Phone Yes / No

## Declaration

Please complete table 13 – two signatories are required.

I certify that to the best of my knowledge all the information contained within this application is correct.

I confirm that I understand, agree and accept the terms and conditions of this grant as set out in the Grants and Funding Policy.

Table 13 Declaration

Signed:	
Date:	6.10.22
Name:	
Position in group:	Co-chair and shop manager

Signed:	
Date:	7.10.12
Name:	Beth Rushton
Position in group:	

Return to Macclesfield Town Council, Macclesfield Town Hall, Macclesfield SK10 1EA

For further information on how Macclesfield Town Council processes personal data, please view our privacy policy at [www.macclesfield-tc.gov.uk](http://www.macclesfield-tc.gov.uk) or call 01625 374142.