

Grant summary

Organisation

Park Lane School

Funding request

Funding is requested towards equipment for a sensory room.

Total cost

£653.95

Grant requested

£653.95

Although the total cost and the amount requested are the same, this is part of a bigger project including installation of a hydro-pool which is match funding towards this part of it.



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:	[REDACTED]
Position in organisation:	Teacher in charge of Upper School
Organisation:	Parklane School
Address:	[REDACTED]
Contact number:	[REDACTED]
E-mail address:	[REDACTED]
Contact address (if different from above):	
Telephone number:	
Website:	Park Lane School: Welcome and Introduction

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:	
Contact address:	
Telephone number:	
E-mail:	
Position in organisation:	Headteacher

Organisation profile

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

Table 3 Organisation profile

Registered charity:	FOPLSS
Registration number:	
Voluntary organisation:	Yes
Community group:	No
Company Limited by Guarantee:	No
Not for profit organisation:	Yes
Social enterprise:	No
Other:	
How long has your organisation been in existence?	1964
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:	We are a special school preparing young people with severe and complex disabilities from 3-19 for adulthood. We provide education, care and support for our students and their families.

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	No
Hire private land/premises/facilities	No
Hire local authority land/premises/facilities	No
Lease the land/premises/facilities	No
Please give details of lease expiry date/length of lease	

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	49
Number of part time paid staff	20
Number of casual paid staff	1
Number of full time unpaid staff	0
Number of part time unpaid staff	1
Number of casual unpaid staff	0

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	No
If yes, please tell us when and how much was awarded:	
How did you hear about the Community Grant Scheme?	

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:	September 2023
Name of project (maximum 10 words):	Create a quiet room
Briefly describe what the grant you are requesting is required for and why it is needed (maximum 150 words):	We need financial support to purchase sensory lighting, bean cushions and a sofa to convert a small workroom into a quiet, sensory room for severe learning difficulties.
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	It will provide a safe space for students, who need a sensory break from the classroom. Students will use the room to regulate and calm before returning to their classroom. It will help other students to make good progress with their learning.

the Allocation of Community Grants (maximum 150 words):	
How will your project or service be sustained in the future? Maximum 50 words):	The room will be cleaned regularly and maintained by professional staff to ensure this quiet room will be of use to many students in years to come.
If your application is for an event and you make a profit, please state how this will be used:	

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		
Furniture/fixtures/fittings	558.96	Ikea sofa and 4 large beanbags
Equipment purchase	94.99	Colour change lighting
Equipment hire		
Premises/facility hire		
Materials		
Advertising/marketing/publicity		
Workshops/seminars/training		
Other		
Total Cost	653.95	(leave blank)

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.)		No	Yes/No
Own existing funds/fundraising	£1,729 for hydro-pool, sensory		

Item	Amount	Applied for and expected to hear date	Confirmed
	equipment and kitchen equipment.		
Projected income from ticket sales etc.		Yes/No	Yes/No
Other Local Authority e.g. Borough/Town Parish		Yes/No	Yes/No
Sponsorship (Please specify)		Yes/No	Yes/No
Donations (please specify)	£900 JustGiving sky dive £1729 Sponsored walk to raise funds for the hydro-pool, sensory and kitchen equipment.	Yes	Yes
Non-cash or in-kind contributions		No	Yes/No
Total projected income		n/a	n/a
Amount requested from Macclesfield Town Council	653.95	n/a	n/a
Balance outstanding		n/a	n/a
Please state exactly what the town council funding will pay for: Equipment to convert a room in upper school into a quiet, sensory room. With the increase of students in PLS we need more sensory rooms to provide students struggling in the classrooms with a safe, quiet space. We have done our own fund raising for the hydro-pool, sensory and kitchen equipment, but would appreciate financial assistance with this project.			
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: The project will be delayed.			

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

Account year ending	January 2023
Total income for the year:	£4105.88
Total expenditure for the year:	£6753.41
Surplus or deficit:	-£ 2647.53
Total savings or reserves in the bank at year end:	£78,682.89 This money is allocated for a pool refurbishment and an outdoor space.

Bank details

Complete Table 11 with the organisation's bank details.

Table 11 Bank details

Organisation's bank account name (payee name):	Friends Of Park Lane Special School
Organisations bank account sort code and account number:	

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:	Over 100
Which groups will benefit from your project (i.e. age, disability, ethnicity, disadvantaged etc.)?	All SEN students
Which geographical area (whole parish or ward(s)) will benefit most from your project, event or activity?	Cheshire East
Does your organisation restrict access on the grounds of age?	Yes
Does your organisation restrict access on the grounds of disability?	No
Does your organisation restrict access on the grounds of gender reassignment?	No
Does your organisation restrict access on the grounds of marriage and civil partnership?	No

Does your organisation restrict access on the grounds of pregnancy and maternity?	No
Does your organisation restrict access on the grounds of race?	No
Does your organisation restrict access on the grounds of religion and belief?	No
Does your organisation restrict access on the grounds of sex?	No
Does your organisation restrict access on the grounds of sexual orientation?	No

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	No
Governing Document	Yes
Safeguarding policies	Yes
Relevant insurances	No
Quotes/estimates for equipment	Yes
Affiliation to a Governing Body	No
Equalities and Inclusion Policy	Yes
Planning permission	No

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

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

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
 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:	28.9.23
Name:	
Position in group:	

Signed:	
Date:	28.9.23
Name:	
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 or call 01625 374142.