

Grant summary

Organisation

Just Drop In

Funding request

Funding is requested towards a 'Have Your Say Day' for young people.

Total cost

£3,040

Funding request

£830

The difference between the total cost of the grant and the amount requested will be bridged by non-cash/in kind contributions and existing funds.



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:	
Organisation:	Just Drop-In Youth Info and Advice Ltd
Address:	
Contact number:	
E-mail address:	
Contact address (if different from above):	As above
Telephone number:	As above
Website:	www.justdropin.co.uk

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:	

Organisation profile

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

Table 3 Organisation profile

Registered charity:	Yes
Registration number:	1081416
Voluntary organisation:	Yes
Community group:	No
Company Limited by Guarantee:	Yes Company Number 3884673
Not for profit organisation:	Yes
Social enterprise:	No
Other:	
How long has your organisation been in existence?	24 years
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:	<p>Just Drop-In is here to help and support children & young people who are finding life hard.</p> <p>The charity has a heartfelt commitment to improve the mental health and wellbeing of local children, helping them to find their feet and themselves.</p> <p>They provide free counselling, wellbeing and parenting services.</p>

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	Yes
Please give details of lease expiry date/length of lease	07/06/2027

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	8
Number of part time paid staff	5
Number of casual paid staff	9
Number of full time unpaid staff	0
Number of part time unpaid staff	0
Number of casual unpaid staff	60 volunteers

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
If yes, please tell us when and how much was awarded:	£1240 June 2022
How did you hear about the Community Grant Scheme?	Word of mouth

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:	23/03/2024
Name of project (maximum 10 words):	Have Your Say Day 2024
Briefly describe what the grant you are requesting is required for and why it is needed (maximum 150 words):	Just Drop-In holds an annual 'Have Your Say Day' to empower local children and young people to have a voice and shape our services for the coming year. This year we plan to extend the day to involve more young people and also to consult with them about what is important within their community.

	<p>The day is important to us as it provides benefits to the charity, the young people involved and also other local stakeholders who may be interested in what young people think.</p> <p>The day is interactive, uses mixed media and fun. This year we hope to increase the range of our workshops to make them more appealing and interactive. Workshops will include photography, comics, art, discussions and videography.</p> <p>We will provide an activity based on community spirit and community activities</p>
<p>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>	<p>Participation means that our services are fit for purpose, meet local need and maximise our opportunities to have an impact in young lives. In the past it has led to changes in how we operate including changing our waiting area and introducing a new LGBTQ+ group.</p> <p>We are also committed to this approach as through active participation, young people are empowered to play a vital role in their own development as well as in that of their communities, helping them to learn vital life-skills, develop knowledge on human rights and citizenship and to promote positive civic action.</p> <p>MTC are very welcome to partner with us/have a presence on the day and we will of course share the results, bringing wider benefits.</p> <p>We are committed to localism, the majority of our workshop providers are from Macclesfield and we base our day in the Silk Museum to anchor on a sense of local community.</p>
<p>How will your project or service be sustained in the future? Maximum 50 words):</p>	<p>This is an annual day which we have been committed to for over 5 years, we will continue to find sources of funding to ensure it is an organisational priority.</p>
<p>If your application is for an event and you make a profit, please state how this will be used:</p>	<p>All participation is free, in fact, we reward young people for attending to thank them for their time.</p>

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	0	
Furniture/fixtures/fittings	0	
Equipment purchase	0	
Equipment hire	£560	Selfie Mirror
Premises/facility hire	100	Contribution to the Silk Museum for use of premises
Materials	350	Gift vouchers and prizes for participation
	100	Refreshments on the day
Advertising/marketing/publicity	100	
Workshops/seminars/training	£80	Printing with the Silk Museum
	£400	Video Booth Ben Simpson
	£350	Marcmakescomics
Other	£1,000	Just Drop-In will provide 4 staff on the day and 6 volunteers and will subsume these costs. This team will provide two other workshops as well
Total Cost	£3,040	(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	NA
Own existing funds/fundraising	1,210	Yes	Yes

Item	Amount	Applied for and expected to hear date	Confirmed
Projected income from ticket sales etc.		No	NA
Other Local Authority e.g. Borough/Town Parish		No	NA
Sponsorship (Please specify)		No	NA
Donations (please specify)		No	NA
Non-cash or in-kind contributions	1000	Yes	Yes
Total projected income	2,210		Yes
Amount requested from Macclesfield Town Council		£830	
Balance outstanding		£830	Pending
<p>Please state exactly what the town council funding will pay for:</p> <p>We would like the Town Council to fund the 4 workshops that will be used as vehicles to consult on key topics that are important for local children.</p> <ol style="list-style-type: none"> 1. Art/Craft Workshop provided by Silk Life Museum 2. Video Workshop and video booth provided by Ben Simpson (from Space4Autism) 3. Comic Workshop from Mark Makes Comics 			
<p>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:</p> <p>We will reduce the number of workshops</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? No

Are the figures from the organisation's latest accounts? Yes

If your organisation is VAT registered, please supply your VAT number: Not VAT registered

Table 10 Accounts summary


Account year ending	March 2023
Total income for the year:	£567,770

Total expenditure for the year:	£555,923
Surplus or deficit:	£11,847
Total savings or reserves in the bank at year end:	£290,983 Unrestricted £12,866 Restricted

Bank details

Complete Table 11 with the organisation's bank details.

Table 11 Bank details

Organisation's bank account name (payee name):	Just Drop In Youth Info and Advice ltd
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:	Minimum of 50
Which groups will benefit from your project (i.e. age, disability, ethnicity, disadvantaged etc.)?	Young people aged 8-25
Which geographical area (whole parish or ward(s)) will benefit most from your project, event or activity?	All of Macclesfield
Does your organisation restrict access on the grounds of age?	Yes Due to safeguarding we do not go beyond 25
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	Yes
Governing Document	Yes
Safeguarding policies	Yes
Relevant insurances	Yes
Quotes/estimates for equipment	Yes
Affiliation to a Governing Body	No
Equalities and Inclusion Policy	Yes
Planning permission	Not required

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
 Phone Yes

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:		
Name:		
Position in group:	Chief Officer	

Signed:		
Date:		
Name:		
Position in group:	Business Operations Manager	

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.