BROAD TOWN  PARISH COUNCIL

Solar Farm Community Fund

Application Form

**Name of Organisations:**

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| Broad Town Church of England Primary School |

**Contact Details:**

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| **Title:** | **Contact Name:**  **Miss Bridget Long (Head Teacher)/ Mrs Emma Rant (School Governor)** |
| **Organisation Address:**  Broad Town CE Primary School  Broad Town  Royal Wootton Bassett  Wilts  SN4 7RE  01793 731395 | **Correspondence Address (if different)**  **Postcode:** |
| **Position in Organisation:** | **Head Teacher** |
| **Daytime Telephone Number:** | 01793 731395 School hours |
| **Mobile Telephone Number:** | **N/A** |
| **E-mail address (please note all correspondence will be carried out via email)** | **admin@broadtown.wilts.sch.uk** |
| **Website:** | **https://broadtown.wilts.sch.uk/wilts/primary/broadtown** |
| **How did you hear about the fund?** | **Parish Council information** |

**About your Organisation:**

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| **Please describe the main activities of your organisation:**  **Voluntary Controlled Church of England Primary School** |
| **When did your organisation start?**  **Pre 1900** |

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| **Name of your Project:**  **Community Outreach Project** |
| **Please provide details and the aim of your project:**  **Broad Town Primary School is located at the heart of Broad Town close to the Church to which it is linked and has provided education to the children of Broad Town for well over a century and a half. It is therefore an intrinsic and essential contributor to the community of Broad Town. The governors and staff of the school are delighted with the recently achieved “Good” Ofsted outcome and they do not underestimate the support from parents and the wider community that contributed to this through attendance at community events. The aim of the Community Outreach Project is to strengthen the school’s links with the wider community in Broad Town by providing new opportunities to join in with school activities and access to a new outside facility that does not exist elsewhere in the village:**  **(a) A Community Afternoon Tea twice a year open to all residents;**  **(b) The creation of a Reflective Garden that will be open to all residents during school event days and to local groups by appointment; the Garden will also be available to children and parents of the school at other times;**  **(c) Establishing a “Gardening Club” that can take place out of school hours to encourage families and residents to help create and maintain the Reflective Garden and other garden areas within the school grounds.**  **The application is being made by the school direct rather than its parent/teacher association as the governors and staff believe it is the school’s responsibility to provide safeguarding assurances, health, safety and risk assessments and insurance cover that meets with its responsibilities as a Wiltshire Council maintained school.**  **It is not possible to meet the project from the school delegated budget as the aim is to provide community and pastoral benefits which can be used outside of school hours.**  **Additionally there are some elements of the purchases for which VAT can be reclaimed thus making best use of the funds. The parent/teacher association would not be able to reclaim VAT thus a greater amount of funding would have to be sought.** |

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| **Are you a registered charity? No**  **If so, please provide your registered charity number:** |

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| **Do you have a constitution or governance document? Yes**  **If yes, please provide a copy of it with this application Please see policy documents on the school website** |

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| **Do you have a current Health & Safety Policy? Yes**  **If yes, please provide a copy of it with this application Please see policy documents on the school website** |

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| **If you work with children, are your staff/volunteers DBS checked? Yes**  **Do you have a safeguarding policy?**  **If yes, please provide a copy of it with this application Please see policy documents on the school website** |

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| **Who will deliver the project? (Consider how the project will be managed, how will local people and/or businesses be involved in making it happen)**  **The Community Afternoon Tea will be organised by school staff outside of school hours to take place in the school, with members of the community invited through an invitation attached to the Broad Town News;**  **The construction of the Reflective Garden in the grounds of the school will be organised by school staff outside of their usual contracted hours, with the community asked to contribute labour, resources and craft skills. A coffee morning has been held to raise funds which was attended by the school choir. The Garden is planned to be open at a date to be confirmed once funding is obtained. The community will be invited to access the Garden during school events e.g. the annual school summer fete. Local groups and individuals may access the Garden outside of school hours by appointment.**  **The creation of a Gardening Club with the purpose of establishing and maintaining the Reflective Garden and other garden areas in the school will be organised by school staff and volunteers both during and outside school hours with residents invited to be members.** |

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| **Who will benefit (consider the geographical area and sections of the community who will benefit)**  **Children that attend the school and their parents;**  **School staff and governors;**  **All residents of Broad Town as the school grounds will enhance the look of Broad Town and highlight one of its historic buildings** |

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| **What needs will the project address? Consider why the project is needed, how the project will help and what evidence you have to support this.**  **Due to the requirements upon the School for safeguarding children it is difficult to include the wider community in school events and allow access to the school site. The purpose of the project is to strengthen links between the school and the community by introducing events and a facility that residents can participate in. In particular there is no specific place in Broad Town other than the Church grounds for quiet reflection and contemplation and this will provide a non-denominational peaceful area. The school may not provide funds for community events from its delegated budget thus it is reliant upon donations and volunteers to undertake these activities. There are few village facilities and it is important that the facilities available to the community can be shared by as many community members as possible. Evidence shows that events held by the school such as the summer fete are well attended.** |

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| **Will your project benefit the environment in any way? Explain why.**  **The Spiritual Garden will provide a haven for wildlife and provide an activity that local people do not need to drive to.**  **The historic school and its environs will be enhanced by planted garden areas.** |

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| **How will you monitor the success of your project?**  **Success will be measured by:**  **Attendance at the Community Afternoon Tea;**  **Attendance at the Reflective Garden;**  **A thriving Gardening Club.** |

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| **What is the total cost of your project including VAT?**  **Community Afternoon Tea:**  **Ingredients and non-consumables/wash up: £30 x 2**  **Contribution to venue heat/light/water/catering £10**  **Staff/volunteer time 4 hours x £10 per hour x 2**  **Reflective Garden:**  **Plants/pots/mosaics/small gardening implements/gloves £300.00**  **Staff/volunteer time 20 hours x £10 per hour for construction**  **Staff time for opening/closing for invited groups/individuals £10 per hour x estimated 10 hours**  **Gardening Club:**  **Tools/gloves/kneeling pads/gardening accessories £200.00**  **Staff/volunteer time 2 x hours per week @ £10 per hour**  **How much grant funding are you applying for?**  **Community Afternoon Tea: £40 x 2 = £80**  **Reflective Garden: £250**  **Gardening Club: £200**  **The cost of insurance does not need to be met by the fund.** |

**Please provide a summary of the main cost elements:**

**See above.**

**Is your project registered for VAT? Yes**

**How much funding have you raised yourself toward the project costs? If so please detail how much, when and how you raised it.**

**Community Coffee morning has raised £xxx**

**Is this the first time you have applied to the Community Fund and do you anticipate applying for the same or other projects in future years?**

**This is the first application, it is not known if there will be future applications at this stage.**

**If your application is successful, payment will be made by cheque or via BACS. Please provide:**

**Bank/Building Society name: Lloyds Bank**

**Account Name/Cheque payee:**

**Sort Code:**

**Account Number: To Be Confirmed**

**We are authorised to submit this application on behalf of the organisation and certify that the information enclosed is correct. We understand that we will need to obey by the terms and conditions set out by Good Energy and provide additional information if required. We understand that we will be required to monitor expenditure and to provide Good Energy and Broad Town Parish Council with reports on the progress of the project as required. We give permission for the fund to record this information in this form electronically. We also give permission for the fund’s involvement in our project to be publicised.**

**Committee Member Committee Member**

**Name: Mrs Emma Rant Name:**

**Signature: Signature:**

**Date: 09/09/2018 Date:**