BROAD TOWN  PARISH COUNCIL

Solar Farm Community Fund

Application Form

**Name of Organisations:**

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| Broad Town History Group |

**Contact Details:**

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| **Title: /Mrs/ (please circle)** | **Contact Name: Lorraine Billis** |
| **Organisation Address:****c/o Marlborough House, Broad Town Road,****Broad Town****And****Pantywick, Broad Town****Postcode:** | **Correspondence Address (if different)****Mrs L Billis****Treasurer****72 Chapel Lane****Broad Town****Postcode: SN4 7RT** |
| **Position in Organisation:****Chair/Secretary** |  **Treasurer** |
| **Daytime Telephone Number:** | **01793 731188** |
| **Mobile Telephone Number:** | **0797 355 9884** |
| **E-mail address (please note all correspondence will be carried out via email)** | **lorraine@mrsbillis.co.uk** |
| **Website:** | **TBC - Funding required for website** |
| **How did you hear about the fund?** | **Parish Council meeting and website** |

**About your Organisation:**

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| **Please describe the main activities of your organisation:****Research the history of Broad Town through discussion with village organisations and the community;****Locate the whereabouts of documents and photographs of historic interest;****Visit local historic sites and record and photograph artefacts;****Compare historic sites with the same site as it is today;****Complete a website and booklet to be distributed in Broad Town;****Arrange for community events to share information.** |
| **When did your organisation start? An initial event was held in 2016 but no further events have been held since. The organisation was restarted in August 2018.** |

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| **Name of your Project: Broad Town History Project** |
| **Please provide details and the aim of your project:****Phase One:****The aim of the project is to produce a website about the history of Broad Town from 1700 to today and to produce a booklet that can be delivered to each house in Broad Town with additional copies available for newcomers.****To share information with the wider community by holding two community events in the village hall where artefacts can be displayed and residents can be encouraged to bring additional items or photographs.****To hold a Family History Walk to celebrate the completion of the project.****Phase Two:****Future plans (not included in this application) are:****To continue to add to the website/update booklets with newly acquired information;****To add a Pre-1700 section to the website and booklet;****To maintain annual community information events.****If time limited please indicate a start and end date for your project.****Start Date: October 2018 End Date: June 2019** |

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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 attached****If yes, please provide a copy of it with this application** |

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| **Do you have a current Health & Safety Policy? No but this will be prepared for community events to meet insurance requirements.****If yes, please provide a copy of it with this application** |

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| **If you work with children, are your staff/volunteers DBS checked? Yes one member is CRB cleared.****Do you have a safeguarding policy? N/A****If yes, please provide a copy of it with this application** |

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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 project will be delivered by the Broad Town History Group:****The Group will:****Maintain a Privacy Statement, ToR, bank account and accounting records;****Research information with local residents, organisations and groups e.g. WI, Church records, school records;****Obtain permissions for publication and information sharing;****Arrange two community events in the Village Hall for residents to view items and bring additional items they wish to be included;****Link with other groups that maintain local buildings and areas that are of historic interest by having special “Clean and Tidy Up” days.****Take or obtain photographs of buildings and areas as they are now for comparison;****Collate information;****Set up a website to publish information;****Print a booklet to distribute to houses in Broad Town and retain copies for newcomers;****Archive information gathered.** |

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| **Who will benefit (consider the geographical area and sections of the community who will benefit)** **All residents in Broad Town, groups and organisations that will want to use the website/booklets for their own purposes e.g. WI, school, church.****Previous or future residents of Broad Town who have an interest in its history.** |

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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.****The history gathering event held in 2016 was very popular and many items were brought forward. There have been informal discussions and gathering of information and photos by residents since then.****The project will bring all the information together to record the history of Broad Town in narrative and with photos and compare with Broad Town as it is now. It will then be available for use by village organisations e.g. church, school and also with the wider general public outside of Broad Town who have a connection to Broad Town.****There will be a benefit in providing community events that will bring residents together to share the information they hold.****The Group would like to capture as much data as possible whilst it is still available and in people’s memories before time and population movement eradicate the information.** |

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| **Will your project benefit the environment in any way? Explain why.****The bulk of the information will be on a website and the booklet will aim to be published in a sustainable manner. The intention is to encourage residents to explore their own local environment on foot or bicycle with an organised “Family History Walk” included in the project. It is hoped that it will encourage an ongoing voluntary effort to maintain and protect historic buildings and their surrounds in Broad Town during family community events.** |

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| **How will you monitor the success of your project?****The success will be the delivery of the website/booklets.****Success will also be monitored through attendance at the community events planned; and an ongoing community effort to maintain historic buildings.** |

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| **What is the total cost of your project including VAT?****It is requested that the following costs will be covered by Grant Funding:****Insurance £250 x 2 events £500.00****Hall Hire £30 x 2 events £60.00****Website domain £20.00****Refreshments £10.00 x 2 events £20.00****Data Protection Registration £40.00****Booklet publication £500.00****Contingency £100.00****Total £1,240.00** |

**How much grant funding are you applying for?**

**£1,240.00**

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

**Insurance for community events;**

**Hire of village hall for community events;**

**Data Protection Registration;**

**Booklet printing.**

**Is your project registered for VAT? No**

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

**It is requested that Grant Funding will cover the costs above.**

**Professional research, professional Data Protection support, CRB costs and writing/photography/collation/**

**preparation/organisation of events will be provided by volunteers and it is requested that this will be treated as matched funding.**

**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?**

**Yes this is the first time this Group has applied for funding.**

**There may be an application for Grant Funding for Phase 2 of the project in future years if Phase 1 is a success and the historic detail is available.**

**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: Broad Town Queens Birthday Celebration Group**

**Sort Code: 30 98 41**

**Account Number: 88018160**

**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.**

**Chairman Secretary/Committee Member Treasurer**

**Name: Judy Conybeare Name: Tracey Holland Lorraine Billis**

**Signature: Signature:**

**Date: 3rd Sept 2018 Date: 3rd Sept 2018 3rd Sept 2018**