

Sevenoaks Town Council
Finance & General Purposes Committee – 26th February 2024

Grant Subsidies – Room Hire

Sevenoaks Town Council offers grants subsidies on room hire at its venues to local organisations and for activities benefiting the local community. The free room hires are considered on an individual basis on request.

The following groups are currently approved to receive free room hire (agreed at F&GP Committee on 02.10.2023):

<i>Friends of Rheinbach</i>	<i>Friends of Pontoise</i>
<i>Citizens Advice</i>	<i>Sevenoaks Greensands Common</i>
<i>Tea Dances at Bat & Ball Centre</i>	<i>Dorothy Parrott Trust</i>
<i>Sevenoaks Samaritans</i>	<i>KALC</i>
<i>Darenth Valley Community Rail Partnership</i>	

2023/2024

The annual budget and balance to date for Grant Subsidies for Room Hire at Town Council venues 2023/24 is:

Budget	2023/24	Balance at Feb 2024
Grant Subsidies Bat & Ball Station	0	-228
Grant Subsidies Bat & Ball Centre	5,493	912
Grant Subsidies Council Chamber	340	96
Total	5,833	780

2024/25

The Town Council continues to receive requests for free room hire at Town Council venues, including from Residents' Associations and other local community organisations. Two grant applications for or including room hire are to be considered at Agenda Item 13.3 of this agenda.

RECOMMENDATIONS:

Councillors are asked to:

- 1) Note grant subsidies for room hire awarded up to February 2024;
- 2) Consider whether Residents' Associations in Sevenoaks Town should be offered one free room hire per year; and
- 3) Agree a 2024/25 budget for grant subsidies for room hire at Town Council venues - Bat & Ball Station, Bat & Ball Centre, the Council Chamber and House in the Basement Youth Café.

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council
Finance & General Purposes Committee – 26th February 2024

Grant Applications Received**1. Budget – Grants to Local Voluntary Organisation 2023/24**

Each year the Town Council agrees a budget for grants to local voluntary or charitable organisations which provide services to residents within the Parish of Sevenoaks Town.

Local community groups are invited to submit applications in August & January of each financial year, for consideration by this Committee and the Youth Services Committee (as appropriate).

Grants approved in February can be met from the remainder of the 2023/24 balance plus 50% of the 2024/25 budget (payable 1st April). The second round of grant applications will be considered in September.

The budget for 2023/24, and the balance to date is shown below, together with the 2024/25 budget.

Budget	2023/24	Feb 2024	2024/25	2024/25
	Budget	Balance	Budget	Balance (After committed funds)
	£	£		
Annual Grant Subsidies Bat & Ball Station	0	-228	0	0
Grant Subsidies Sevenoaks Community Centre	5,493	1,579	0	0
Grant Subsidies Chamber	340	96	0	0
Local Organisation Grants <i>Of which Play Days £2,000 (Theatre Shows)</i>	12,000	6,400	15,000	15,000
Sevenoaks Summer Festival	0	0	5,000	0
Twinning Support	1,000	1,000	1,000	1,000
Youth Outreach	3,887	632	8,000	8,000
Youth Council Support	500	0	500	500
Stag	27,000	0	27,000	0
Community Rail Partnership	3,000	3000	3,000	3,000
Greensands Common	0	0	4,000	0
Total	53,220	12,707	63,500	27,500

Sevenoaks Town Council
Finance & General Purposes Committee – 26th February 2024

2. Applications for Consideration

This Committee is requested to consider the following Grant Applications received.
 (Application forms are attached and supporting documents have been circulated as a separate document.)

Grant Ref No	Organisation Name	Purpose of award	Previous grant history	Grants in current financial year 2023/24	Current Grant Application £
69	We are Beams	Hire costs of House in the Basement for 36 weeks of the year for advice clinic for families with disabled children.	£600 - 2021		£1,368 (Free room hire)
72	Art in June	Contribution to printing costs of 12,500 booklets featuring all artists	2019 - £250 2020 - £500 2022-2023 - £250		500
12	South East Open Studios (SEOS)	Design & production of 2500 Sevenoaks Artists' Trail Map.	2013 to 2016 - £250 per year £200 in 2017 2022 - £250 2023 - £250		250
6	Sevenoaks Three Arts	Hire of performance space for competition and Cup Winners concert.	2007 to 2023 (Spring) £600 per year for hire of piano and performance space		600
17	West Kent Mediation	Contribution to costs, including volunteer training & expenses, hall hire and publicity.	2010 to 2023 between 300 & 800 per year		900
10	Stag Community Arts Centre	Towards staging costs at The Stag of the Stag Arts Festival 2024	2020 – Survival Grant - £125k 2022 – CIL Funds for Solar Panels	2023 – CIL for upgrade of lights in theatre	10,000
3	Sevenoaks Voluntary Transport Group	To help with costs in 2024/25 to enable SVTG to continue supporting elderly people needing transport for medical reasons.	2009 – 2020 £500 per annum 2021 - £1,250 2022 – 2023 £750		1,000
9	Friends of Rheinbach	Publicity campaign to increase awareness, promote benefits of town	2006 to 2012 - £600 2013 to 2020 &		250

Sevenoaks Town Council
Finance & General Purposes Committee – 26th February 2024

Grant Ref No	Organisation Name	Purpose of award	Previous grant history	Grants in current financial year 2023/24	Current Grant Application £
		twinning, encourage connections and recruitment.	2022 -£250		
5	Friends of Pontoise	Mayor & Consort to attend New Year Lunch in February, Diamond Anniversary gifts to present to Pontoise Les Amis, and contribution to website costs.	2000 to 2012 - £500/£600 2013 to 2022 - £250 2023 - £350		250-500
62	West Kent Mind	Running costs of Chat Room project for one year	2019 - £4000 2021 - £900 2023 - £1000		4,591
70	Sevenoaks Samaritans	To recruit 12 new volunteers via the advertising via Town Council opportunities – Market Stalls, Screens, Town Crier magazine. Including hire costs of John London Hall for volunteer engagement event (£220)	2022 - £1000		1,488
23	Kent Youth Jazz Orchestra	Towards costs of Youth Jazz workshop & short concert on 25 th June. Free of charge to the young musicians.	2010 - 2020 £500 2022-2023 - £500		500
67	Baby Umbrella	6 months funding to serve 76 1:1 support appointments for Sevenoaks Town residents	£500 – Sep 21 £500 - March 22 £1,380 – Sep 22	£2,600 – Sep 2023	3,040
79	Sevenoaks Bowling Club	Towards maintenance of the green by a specialist contractor.	None		5000
Total grant funding requested					29,737

The Grant Application Guidance notes for applicants are attached for information.

RECOMMENDATION

The Committee is asked to consider the grant applications detailed above.

GRANTS TO LOCAL VOLUNTARY OR CHARITABLE ORGANISATIONS GUIDANCE NOTES FOR APPLICANTS

Please read these notes carefully when completing the form. It will help to ensure that all the necessary information has been supplied.

ABOUT THE GRANT SCHEME

The Town Council wishes to assist approved Local Voluntary or Charitable Bodies which provide services to residents within the Parish of Sevenoaks Town by making them grants or loans. Applications must be supported by financial statements and/or balance sheets over the previous two years, or business plan as appropriate.

The Council has various powers under which it can fund organisations by way of a grant. The Council can also make grants at its discretion to various organisations provided that **the grant will be spent for the benefit of Sevenoaks Town area or its residents**. Please refer to the maps attached to the application form. **The amount of the grant must be in proportion to that benefit.**

Aims of the Grant Scheme

- To encourage and support the activities of voluntary organisations within Sevenoaks Town
- To promote new community initiatives where real additional benefits are offered to the community

The Grant Scheme is to support projects at local level so applications benefiting the town area will be given priority.

Terms and Conditions of Grant Awards:

Our terms and conditions for grant awards are that:

- grant monies are used for the specific purpose approved only
- grant recipients submit a report to us by the second Friday in January 2024 detailing funds spent on residents of Sevenoaks Town Wards of Wildernessee, Town, Northern, St John's, Eastern and Kippington
- the Town Council's logo is used to advertise and promote our support
- a representative attend next year's Annual Town Meeting, scheduled for 7pm on 11th March 2024 at Bat & Ball Centre, Sevenoaks. Grant recipients will be asked to provide a stand to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

Where to get further information and an application pack

Application Forms and Guidance Notes are available on our website

www.sevenoakstown.gov.uk/Grant

Or on request from: council@sevenoakstown.gov.uk

COMPLETING THE APPLICATION FORM

PART 1

Who can apply?

Any organisation which:

- Provides services that will directly benefit the area and residents of Sevenoaks Town Wards: Town, Kippington, St Johns, Eastern, Wilderness and Northern.
- Is independently established for charitable, benevolent, or philanthropic purposes.
- Has a constitution or written document setting out its aims and objectives
- Has a bank or building society account in its own name
- Can provide audited or, for smaller organisations, signed accounts for the last two financial years
- If starting up, has a feasible project or business plan

We will not grant aid

- National organisations, or local bodies with access to funds from national 'umbrella' or 'parent' bodies unless funds are not available from their national bodies, or funds available are inadequate
- Private concerns operated as a business
- Charitable trusts seeking capital to add to their investments
- "Upward funders", i.e. local groups whose total fund raising is sent to their Central HQ for redistribution
- Church Councils or Faith Groups although applications from voluntary groups linked to a church or religious body will be considered
- Individuals seeking sponsorship. [There is a separate Youth Services grant scheme which may be able to assist]
- Parent teacher organisations

Environmental Impact

The Town Council is committed to climate change initiatives, seeking to use practical methods to reduce its carbon footprint within its general operation, including changes to its buildings and assets. The Council would like to hear how your organisation's activities seek to make a positive impact on the environment, and whether you adopt environmental policies for reducing greenhouse gas emissions and/or increasing biodiversity.

Membership/Beneficiaries

Please give the number of people who live in the Sevenoaks Town area only (exclude those living in the surrounding villages e.g., Riverhead, Seal, Otford, Kemsing etc.) Please refer to the maps within the application forms.

PART 2

The Grant Scheme could support the following types of expenditure:

- Equipment
- Training
- Hire of premises
- Information or publicity
- Other project costs
- Start-up or development costs for new community groups

Please note that:

- Grants are not made retrospectively.
- The Town Council would not normally support funding the core costs of any organisation.
- Any grant that is not used for the purpose for which it has been made must be repaid

PART 3

If your group benefits people from the surrounding area, please apply to the appropriate Parish Council for assistance and give details on the application form.

The application form asks - Does your Project:

- Cover a geographical area beyond the parish of Sevenoaks Town Council?
- If the answer on the application form is yes, have you also contacted the respective parish councils for grant funding?
- Please provide details of which other parish councils you have contacted.

PART 4

The Council will not normally fund organisations who have reserves in excess of twelve months operating costs.

The Council requires recipients of grants to submit a brief report within six months confirming how the money has been spent and explaining what difference the grant made. Photographs of the project would also be appreciated.

SUBMITTING YOUR APPLICATION

Timetable

Applications will normally be considered only in September and February/March.

- Please advise which tax year the money is to be used by you in.
- The deadline for applications is the **second Friday in August**, for the September meeting and the **second Friday in January**, for the February/March meeting.
NB Late applications received after these dates will be reviewed at the following grants meeting.

All applications must be signed: electronic signature is acceptable.

Applications may be submitted by email to: council@sevenoakstown.gov.uk

or by post to:

Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks TN13 3QG

If you are not sure whether you meet the criteria, please phone Alison Futtit on 01732 459953 or via email to council@sevenoakstown.gov.uk

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION	
ORGANISATION	
WE ARE BEAMS	
NAME OF CONTACT	
MARIA AUSTEN	
ADDRESS OF CONTACT	
[Redacted Address]	
	POSTCODE
	[Redacted Postcode]
TELEPHONE NO:	DAYTIME
	[Redacted Daytime Phone]
	EVENING
	[Redacted Evening Phone]
EMAIL ADDRESS	[Redacted Email]
ARE YOU A REGISTERED CHARITY?	YES

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

WE ARE BEAMS IS A LOCAL CHARITY THAT SUPPORTS DISABLED CHILDREN AND THEIR FAMILIES IN SEVENOAKS, DARTFORD AND GRAVESHAM DISTRICTS. THE DISABLED CHILDREN AND YOUNG PEOPLE WHO ACCESS OUR SERVICES ARE AGED BETWEEN 4-19 YEARS. THEY WILL USUALLY HAVE ONE OR MULTIPLE LEARNING DIFFICULTIES, COMPLEX HEALTH NEEDS SUCH AS DOWN SYNDROME, CEREBRAL PALSY OR OTHER LIFE LIMITING DISEASE, PHYSICAL OR SENSORY IMPAIRMENT AND CHALLENGING BEHAVIOUR AS A RESULT OF THEIR DISABILITY. OUR WORK IS DIVIDED INTO 6 AREAS WHICH INCLUDES SHORT BREAKS WHO OFFER HOLIDAY PLAYSCHMES, FAMILY ADVISE WHO OFFER ADVICE ON EDUCATION, BENEFITS, TRANSPORT AND HEALTH, DIRECT PAYMENTS, WE HAVE A 6 BEDDED RESPITE CENTRE, A BROKERAGE SERVICE AND PAYROLL SERVICE.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

NO

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

**REDUCED EMISSIONS – OUR MINI BUS DRIVER PICKS UP THE CHILDREN AND STAYS ON SITE WORKING AT BEAMS. HE WOULD PREVIOUSLY DRIVE HOME AND BACK
WE HAVE A COMPOST BIN IN GARDEN THE SENSORY GARDEN
WE HAVE RECYCLING BINS IN THE KITCHENS
WE HAVE AN ALLOTMENT IN OUR GARDEN**

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	56
	B) VOLUNTEERS	82
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	41	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£1368

PLEASE DESCRIBE YOUR PROJECT

WE ARE SEEKING FUNDS TOWARDS THE COST OF HIRING THE HOUSE IN THE BASEMENT FOR OUR FAMILY ADVICE CLINICS. EACH CLINIC IS RUN BY 2 OF OUR EXPERIENCED ADVISORS AND 1 VOLUNTEER. We provide support and advice on such subjects as financial matters, education, health, transport and mobility, We also:-

- **Help parents draft letters to request and access support**
- **Signpost to other specialists**
- **Give strategies to manage challenging behaviour**
- **Information on dealing with education professionals**

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

WE WOULD USE THE GRANT TO PAY FOR THE HIRE COSTS FOR THE HOUSE IN THE BASEMENT FOR ONE DAY A WEEK FOR 36 WEEKS OF THE YEAR. EACH CLINIC RUNS 9.30 AM TO 1.30 PM. THE COST OF THE HIRE CHARGES IS £38 PER SESSION X 36 = £1,368

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

N/A

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

BY OFFERING ADVICE AND SUPPORT TO OUR FAMILIES WE SEEK TO PROVIDE THE FOLLOWING OUTCOMES:- PREVENT A FAMILY CRISIS, REDUCE ISOLATION, INCREASE CONFIDENCE WHEN DEALING WITH A DISABLED CHILD, DEVELOP A PARENT SUPPORT NETWORK AND IMPROVE MENTAL WELL BEING AND IMPROVE A DISABLED CHILD'S ACCESS TO EDUCATION. THE HOUSE IN THE BASEMENT IS THE PERFECT VENUE TO DELIVER OUR SERVICE. IT IS THE PERFECT SIZE, IT HAS LEVEL ACCESS WITH BUSH BUTOM AUTOMATIC DOORS, AN ACOUSTIC LOOP SYSTEM FITTED FOR THOSE HARD OF HEARING. WIFI AND HAS ABLE PARKING WITH DISABLED BAYS

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

637,656

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

3

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

818,572

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

14.04.2019 –FAMILY ADVICE SESSIONS £3,500

16.04.2021 – CYGNET PARENTING PROGRAMME £2,107.00

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	
Form signed	
Audited accounts for the last two years	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES
-------------------------------------------------------------------------------------------	-----

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE M A AUSTEN

DATE 21.12.2023

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE MARIA AUSTEN

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank	
Sort Code	
Account N	

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

This page has been left blank intentionally

This page has been left blank intentionally



APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [Monday 11th March 2024 at 7pm] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

ART IN JUNE

NAME OF CONTACT

GEORGINA ROBERTS

ADDRESS OF CONTACT

[REDACTED]

POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

[REDACTED]

ARE YOU A REGISTERED CHARITY?	NO
-------------------------------	----

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

2 weeks of artshows in studios & jointvenues. Free to public with workshops & demonstrations.
The idea is to meet the artists & build the contact with the community.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

ALS seeks to build a sense of community & increase contact with art & artists from local people.
We also notice an increase in visitors from outside the area.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

- ① Our bicycle trails are specifically to encourage & facilitate a reduction in road use by cars. This year the trails will cover all venues.
- ② Studios are encouraged to use bio-degradable materials
- ③ Our studio has featured 2 shows highlighting plastic pollution

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	NONE
	B) VOLUNTEERS	20+ Key members All participants are volunteers.
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	20+
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	no guidance notes were available	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 500

PLEASE DESCRIBE YOUR PROJECT

We publicize the event through a booklet featuring all artists and all info needed.
This booklet (last year 12,500 copies) is distributed by all artists to as many locations as possible.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

The grant will be used to help
with printing costs of the booklet.
This goes to print in late April

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF
SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / ~~NO~~

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE
SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

~~YES~~ / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE
CONTACTED AND SUMS REQUESTED & AWARDED:

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

~~YES~~ / NO

IF YES, PLEASE GIVE DETAILS

N/A

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

For the last six years AJS has added some artistic flair & buzz to the S/oaks area with our yellow banners, bikes & bunting.
It is very much a local activity with a creative vibe that is increasing each year

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£1,372.13

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

Event: 3 months
Prep: 7/8 "

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

All money is raised by
artist subscription
2023 - £9,736.09

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

In 2022 & 2023 at least, you (STC) awarded AJS £250 for the printing of the booklet

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

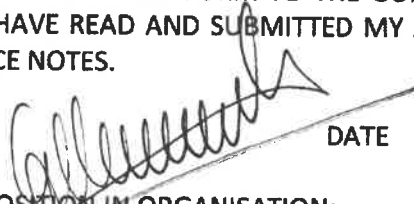
All relevant parts of the form completed	✓
Form signed	
Audited accounts for the last two years	N/A
Annual Report if available (or Project or Business Plan for a new organisation)	N/A

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/ NO
-------------------------------------------------------------------------------------------	--------------------

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE  DATE

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank Sort Code Account No.	
----------------------------------	-------------------------------------------------------------------------------------

All Application Forms must be signed (electronic signature acceptable).
Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

This page has been left blank intentionally

This page has been left blank intentionally

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting **[Monday 11th March 2024 at 7pm]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION	
ORGANISATION	
South East Open Studios (SEOS)	
NAME OF CONTACT	
Frances Wells	
ADDRESS OF CONTACT	
[REDACTED]	
[REDACTED]	
POSTCODE	[REDACTED]

TELEPHONE NO:	DAYTIME	[REDACTED]
	EVENING	[REDACTED]
EMAIL ADDRESS		[REDACTED]

ARE YOU A REGISTERED CHARITY?	No, we are a not for profit organisation
-------------------------------	------------------------------------------

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

South East Open Studios (SEOS) encourages public interest in the visual arts across the whole of the South East. The aim is to enable artists and makers in Kent, Sussex and the Surrey borders, to engage with their communities and connect with art lovers, through one of the biggest and best open studios events in the UK. Around 300 artists and makers take part each year.

We are working to grow the artist and maker community in Sevenoaks which currently makes up around 10% of the membership. We are aware that there are many creatives living and working in the Borough and would like to support these individuals and help connect them with interested local audiences.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

Not at present

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

Reduced travel by holding all our monthly meetings via Google Meet online.
Organising distribution of printed guides and flyers via a co-ordinated driver, rather than each area driving separately to collect their printed material.
Signage is designed to be reusable, thus reducing need to produce new ones each year and reducing waste of earth's resources.
Procuring from environmentally responsible suppliers. The Sevenoaks art trail flyer, the cost of this would be covered by the grant will be printed on white recycled paper for example.
Aim to encourage use of public transport for artists and visitors.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	0
	B) VOLUNTEERS	17
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	60+
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	15+	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£250

PLEASE DESCRIBE YOUR PROJECT

The aim of SEOS is to enable all artists and makers in the south east to engage with their communities and connect with art lovers. This summer, between 1 - 30 June, around 300 artists and makers will open the doors of their studios, or collaborate with other creatives in joint shows, as part of a celebration of art and crafts. For many participants this is the most important event in their arts calendar.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

We are reliant on bringing in extra funding to help drive localised awareness raising for the event. Each participant works to promote their own event, it is critical that we support their activities with advertising in the lead up to and during the event. We would use our grant to design and produce a Sevenoaks Artists Trail Map showing the location of Artists' Studios with examples of their work, printing 2500 A4 colour art trail maps double-sided on recycled paper, totalling £250 which will be available early May to end June 2024.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / ~~NO~~

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

~~YES~~ / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES / ~~NO~~

IF YES, PLEASE GIVE DETAILS

We have contacted all other Town Councils and Borough Councils across Kent, Sussex and The Surrey Borders – but with little success. We have identified a small grant in Tonbridge (that we are hoping to secure) but no other councils seem willing to support art/community projects at this time.

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

SEOS is very grateful to have the support of the very forward-thinking Sevenoaks Town Council – over the years we have struggled to secure enough advertising to get our event noticed and we would be grateful for any other additional support you can offer us.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£9165

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

12 months

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

Aiming for £38,000 by end Jan

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

Received from Sevenoaks Town Council (all Revenue Expenditure):

£250 paid in June 2013; £250 paid in June 2014; £250 paid in May 2015;
£200 paid in May 2016

2022 we received £250 – used to pay for co-branded roller banners and large vinyl banners (for the railing sites)

2023 we received £250 – used for a local Sevenoaks Artists Trail Map

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	
Form signed	
Audited accounts for the last two years	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/ NO
-------------------------------------------------------------------------------------------	--------------------

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE *Fr Wells* DATE *19/1/2024*
NAME AND POSITION IN ORGANISATION: *FRANCES WELLS*
IN CAPITALS PLEASE **SEOS Sevenoaks Area Co-Ordinator**

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank	
Sort Code	
Account No.	

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

This page has been left blank intentionally

This page has been left blank intentionally

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [Monday 11th March 2024 at 7pm] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION			
ORGANISATION			
Sevenoaks Three Arts Festival			
NAME OF CONTACT			
Mrs Jean Surrey			
ADDRESS OF CONTACT			
<div style="background-color: black; width: 150px; height: 100px; display: inline-block;"></div>			
<div style="background-color: black; width: 150px; height: 100px; display: inline-block;"></div>			
<div style="background-color: black; width: 150px; height: 100px; display: inline-block;"></div>	POSTCODE <div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div>		
TELEPHONE NO:	<div style="background-color: black; width: 200px; height: 100px; display: inline-block;"></div>		
DAYTIME	<div style="background-color: black; width: 200px; height: 100px; display: inline-block;"></div>		
EVENING	<div style="background-color: black; width: 200px; height: 100px; display: inline-block;"></div>		
EMAIL ADDRESS	<div style="background-color: black; width: 200px; height: 100px; display: inline-block;"></div>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">ARE YOU A REGISTERED CHARITY?</td> <td style="width: 50%; padding: 5px;">Yes</td> </tr> </table>		ARE YOU A REGISTERED CHARITY?	Yes
ARE YOU A REGISTERED CHARITY?	Yes		

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

An annual competitive festival will be held over two weekends in June 8th 9th 15th 16th involving Speech Drama Choirs Solo/Duet singing. Piano, Strings, Woodwind, Accordion, Ensembles and Orchestras. A Cup winners Concert will be held on Saturday 22nd June.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

In the absence of owning any physical assets our scope to positively impact the environment is limited.
We have reduced our use of paper by publishing the syllabus and entrance forms online.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	None
	B) VOLUNTEERS	20
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	Up to 1500 competitors and audience
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	60-70%	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 600

PLEASE DESCRIBE YOUR PROJECT

A performing Arts Festival involving competitors aged 4-80+ Most are school aged children who benefit from performing experience, watching and listening to others and receiving advice and constructive criticism from experienced adjudicators, with opportunity to win cups/awards in their particular discipline. The Festival has always generated a huge amount of enthusiasm among competitors, their parents and teachers and is also popular with adjudicators

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

To hire performance space for the competition and for the Cupwinners Concert.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

Some competitors come from outside the Sevenoaks Town Council Area although the majority come from within it.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

However we intend to apply for underwriting from Sevenoaks District Arts Council

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE
COUNCIL IN CONSIDERING THE APPLICATION

We are encouraged to see entries return to pre pandemic levels but are keeping prices unchanged to encourage participants.

We continue to reach out to local schools and music groups.

The Grant would be used to meet venue and piano expenses incurred at the time of the festival. (Walthamstow Hall invoice after the event)

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£10358

HOW MANY MONTHS OPERATING COSTS
THIS REPRESENT? DOES

10 months

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

n/a

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

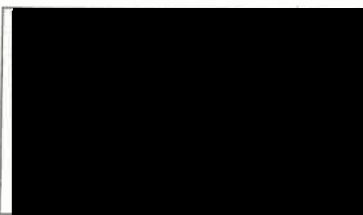
SIGNATURE



DATE 9th January 2023

NAME AND POSITION IN ORGANISATION: IN
CAPITALS PLEASE JEAN SURREY HON.
TREASURER

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**



All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

Annually 2007-2023 £600 Revenue Expenditure

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	Yes
Form signed	Yes
Audited accounts for the last two years	Yes
Annual Report if available (or Project or Business Plan for a new organisation)	Yes

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES
-------------------------------------------------------------------------------------------	-----

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION	
ORGANISATION	
West Kent Mediation	
NAME OF CONTACT	
Amanda Bell	
ADDRESS OF CONTACT	
[REDACTED]	
[REDACTED]	
	POSTCODE
	[REDACTED]
TELEPHONE NO:	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">DAYTIME</div> <div style="width: 70%;">[REDACTED]</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;">EVENING</div> <div style="width: 70%;">[REDACTED]</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;">EMAIL ADDRESS</div> <div style="width: 70%;">[REDACTED]</div> </div>
ARE YOU A REGISTERED CHARITY?	yes

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Through dedicated and trained volunteers West Kent Mediation (WKM) provides a free restorative, professional, impartial community mediation service to help resolve conflict and the breakdown of relationships between individuals, organisations, and groups in West Kent. WKM also offer a family mediation service to help repair damage and support the re-building of family relationships. We offer a community conferencing service that helps to resolve multi-party disputes in the local community, schools and families. We also provide training for year 5/6 pupils in primary schools, teaching conflict resolution skills through games and role play within a school setting.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

We have an environmental policy, which is regularly reviewed. Our organisation has a role to play in protecting the environment and can make a difference.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

Yes, we have an environmental policy.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	2
	B) VOLUNTEERS	24
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	All of our volunteers work within the STC area, 3 volunteers live within STC

HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	Our service is available to all STC residents
----------------------------------------------------------------------------	-----------------------------------------------

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 900.00

PLEASE DESCRIBE YOUR PROJECT

Mediation works! Our team of volunteer mediators will deliver a range of mediation services to all STC residents that require our service. They work in pairs and make assessment visits to all the parties, in order to consider the issues presented and each clients requirement. When ready the mediators will facilitate a joint mediation meeting in a neutral venue with all parties present, where an agreement can be reached in a positive way to move forward. We help individuals, family members and communities to build new communication skills, repair fractured relationships in order to enable neighbours and families to live more peaceably together.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

Any grant received would be spent on a contribution to the following costs, within 2024/2025:
Volunteer training, either in person or online, volunteer supervision, volunteer expenses, including travelling, telephone, & admin, volunteer recruitment costs.
Hall hire costs needed for mediation meetings.
Publicity costs including update of website & social media to ensure STC residents are kept fully up to date with how and where they can access our service.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

All parish councils within the borough of SDC are written to, we submit grant applications to Edenbridge Town Council £900, Swanley Town Council £600, Westerham Town Council £600. We are awaiting a decision on all.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES / NO

IF YES, PLEASE GIVE DETAILS

Sevenoaks District Council £5000 decision in March 2024
West Kent Housing, Service Level Agreement for their tenants £5355

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE
COUNCIL IN CONSIDERING THE APPLICATION

We continue to see a rise in people experiencing mental health issues with the ongoing stress of the cost-of-living crisis. Children/young adults still suffering the effects of the Covid pandemic all such things can exacerbate a conflict situation.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£42,713

HOW MANY MONTHS OPERATING COSTS
THIS REPRESENT? DOES

9

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

All funds applied for

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN
COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND
WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

2023 £ 800 revenue
2022 £ 750 revenue
2021 £ 800 revenue
2020 £ 750 revenue

**PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS
APPLICATION
CHECKLIST**

All relevant parts of the form completed	x
Form signed	x
Audited accounts for the last two years	x
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION?
(THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)

YES/NO

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE Amanda Bell DATE 4/12/2023

NAME AND POSITION IN ORGANISATION: IN
AMANDA BELL CHIEF EXECUTIVE OFFICER

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

[Redacted area for bank transfer details]

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

THE STAG COMMUNITY ARTS CENTRE

NAME OF CONTACT

MELISSA BARCROFT

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

[REDACTED]

POSTCODE: T [REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

ARE YOU A REGISTERED CHARITY?

YES

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

THE STAG SEVENOAKS IS A NOT-FOR-PROFIT ORGANISATION PROVIDING A BUSY AND WELCOMING COMMUNITY ARTS VENUE WITH A 451 SEAT THEATRE, TWO CINEMA SCREENS, ALTERNATIVE PERFORMANCE STUDIO AND MEETING ROOMS. ANY SURPLUS REVENUE IS REINVESTED BACK INTO THE BUSINESS AND BUILDING ENSURING THESE FACILITIES ARE AVAILABLE IN THE HEART OF SEVENOAKS TOWN.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

THE STAG HAS BEEN REDUCING ITS CARBON FOOTPRINT SINCE 2014 WHEN IT BEGAN UPGRADING ALL OF ITS WORKING LIGHTS (IN ROOMS AND CORRIDORS) FROM HALOGEN AND FLUORESCENT TO LED. IN 2023 WE SUCCESSFULLY COMPLETED A PROJECT TO INSTALL 55KW OF SOLAR GENERATION CAPACITY ALONGSIDE 92.8KWH OF BATTERY STORAGE TO REDUCE OUR CARBON-FED ELECTRICAL POWER. WE HAVE BEGUN A NEW PROJECT TO UPGRADE OUR THEATRE LIGHTS FROM TUNGSTEN TO LED WHICH WILL GREATLY REDUCE THE STAG'S OVERALL ELECTRICAL CONSUMPTION.

WE REPLACED THE ADIABATIC ROOM COOLING SYSTEM CONSERVING MUCH WATER AS IT USED CONTINUOUSLY RUNNING WATER AND LAST YEAR REMOVED A 35,000 LITRE WATER FEEDER TANK FROM THE STAG.

WE CHANGED FROM SINGLE-USE PET BOTTLES TO GLASS WHICH WE RECYCLE. WE HAVE REPLACED ALL OF OUR CUSTOMER FOOD AND DRINK CONTAINERS WITH COMPOSTABLE CORN STARCH.

THE STAG'S PROFESSIONAL PANTOMIME WAS ONE OF THE FIRST TO MAKE ITS GLOSSY PROGRAMME BOTH ONLINE AND FREE TO DIGITALLY DOWNLOAD BEFORE PERFORMANCES. WE STOPPED SELLING SINGLE USE PLASTIC TOYS AT PANTOMIME PERFORMANCES - A FINANCIAL PENALTY AND A DISAPPOINTMENT FOR CHILDREN BUT TAKEN FOR ENVIRONMENTAL REASONS.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

WE HAVE A POLICY OF REDUCING OUR CARBON FOOTPRINT IN AS MANY WAYS AS WE CAN. THE PRINCIPAL METHOD IN OUR CONTROL IS REDUCING OUR ENERGY CONSUMPTION BOTH IN OUR OVERALL USE OF CARBON-FED ELECTRICITY AND IN HEATING. WE HAVE ADDRESSED THIS BY INSTALLING 55.2KW OF PV SOLAR PANELS ALONGSIDE 92.8KWH OF BATTERY STORAGE REDUCING CARBON-FED ELECTRICITY CONSUMPTION BY 10-15% AS WELL AS UPDATING OUR HEATING SYSTEMS REDUCING GAS CONSUMPTION BY 8-10%. OUR POLICY IS TO REPLACE OUR LIGHTING WITH EFFICIENT LED UNITS. WE HAVE ALMOST COMPLETED THIS FOR ROOMS THROUGHOUT THE STAG AND OUR AIM IS TO COMPLETE THIS FOR THE THEATRICAL LIGHTING SYSTEMS.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	37
	B) VOLUNTEERS	51
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	16 + volunteers
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	20,000	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£10,000

PLEASE DESCRIBE YOUR PROJECT

THE FIRST STAG ARTS FESTIVAL WAS HELD IN 2019 AND INCLUDED A PLAY BY SEVENOAKS YOUTH THEATRE, A NEW WRITING EVENING, A “PAINT LIKE MONET” PAINTING EVENING, AN AUTHORS TALK, A CINEMA SCREENING AND SPECIALLY COMMISSIONED ART WORK. HOWEVER, NOT ALL THESE EVENTS TOOK PLACE AT THE STAG. THE NEXT FESTIVAL IN 2021 SCALED BACK TO FOUR EVENTS DUE TO THE PANDEMIC. FOR THE STAG ARTS FESTIVAL 2024 WE WANT TO INCLUDE A VARIETY OF EVENTS THROUGHTOUT THE BUILDING WITH THE AIM OF THE FESTIVAL TO:

- CELEBRATE:
 - MUSIC
 - DANCE
 - DRAMA
 - YOUTH DRAMA
 - ART
 - FILM
- HAVE REASONABLY PRICED EVENTS FOR THE PEOPLE OF SEVENOAKS
- SHOWCASE THE STAG AS A VENUE TO ENHANCE ITS SUSTAINABILITY

THE FESTIVAL WOULD BE A FOUR DAY EVENT REVOLVING AROUND THE BANK HOLIDAY IN AUGUST AND WE WANT TO REACH OUT TO A WIDE RANGE OF PEOPLE TO GET INVOLVED AND HAVE A GOOD RANGE OF DIFFERENT EVENTS TO APPEAL TO A BROAD AUDIENCE.

THE STAG HAS CONTINUED TO DEVELOP DESPITE THE DIFFICULT TIMES FACED BY ARTS VENUES ACROSS THE COUNTRY. IT IS NOW 97% GRANT FREE AND RELIES ON HIRING OUT ITS FACILITIES TO PROFESSIONAL AND AMATEUR SHOWS, ITS CINEMAS, SPONSORSHIP AND SUPPORT OF LOCAL BUSINESSES AND DONATIONS TO REMAIN OPEN FOR THE COMMUNITY. AS THIS IS A PROJECT AWAY FROM THE DAY TO DAY RUNNING OF THE NOT-FOR-PROFIT CHARITY WE ARE RELIANT ON GRANTS AND SPONSORSHIP TO FUND THE FESTIVAL.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

THE FUNDING WILL HELP STAGE THE FESTIVAL AT THE STAG, WITH US THEN ENCOURAGING LOCAL PRODUCERS TO TAKE PART AND HELP SUPPORT THEM IN DEVELOPING AND REHEARSING THE EVENT AND TOWARDS MARKETING THE WHOLE FESTIVAL.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

~~YES~~ / NO

IF YES, PLEASE GIVE DETAILS

N/A

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE
COUNCIL IN CONSIDERING THE APPLICATION

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

MARCH 2023 - £243,660

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

3 MONTHS

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£18,903

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN
COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND
WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

GENERAL OPERATING GRANT - £27,000 PER YEAR

2020: ONE OFF SURVIVAL GRANT - £125,000

2022: COMMUNITY INFRASTRUCTURE LEVY FUND TOWARDS INSTALLATION OF
SOLAR PANELS PROJECT - £19,400

2022: COMMUNITY INFRASTRUCTURE LEVY FUND FOR BATTERIES FOR SOLAR
PANEL INSTALLATION PROJECT - £30,086

2023: COMMUNITY INFRASTRUCTURE LEVY FUND TO UPGRADE THEATRICAL
LIGHTS TO LED LIGHTS PROJECT- £14,267.66

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	✓
Form signed	✓
Audited accounts for the last two years	✓
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/ NO
-------------------------------------------------------------------------------------------	--------------------

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE

DATE 08/01/2024

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

MELISSA BARCROFT
FUND RAISING MANAGER

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

--	--

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION	
ORGANISATION	
SEVENOAKS VOLUNTEER TRANSPORT GROUP [SVTG]	
NAME OF CONTACT	
ANTHONY WESTON SMITH	
ADDRESS OF CONTACT	
<div style="background-color: black; width: 200px; height: 40px; margin-bottom: 5px;"></div>	
<div style="background-color: black; width: 200px; height: 40px; margin-bottom: 5px;"></div>	
	POSTCODE <div style="background-color: black; width: 80px; height: 20px; display: inline-block;"></div>
TELEPHONE NO:	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> DAYTIME EVENING </div> <div style="width: 55%;"> <div style="background-color: black; width: 100%; height: 100%;"></div> </div> </div>
EMAIL ADDRESS	<div style="background-color: black; width: 100%; height: 100%;"></div>
ARE YOU A REGISTERED CHARITY?	YES

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

SVTG PROVIDES A COORDINATED LOW COST LOCAL TRANSPORT SCHEME CATERING FOR ELDERLY, INFIRM AND DISABLED RESIDENTS NEEDING ASSISTANCE WITH TRANSPORT TO ATTEND MEDICAL APPOINTMENTS AT CLINICS AND HOSPITALS AND ACTIVITIES SUCH AS CLUBS FOR THE DISABLED. VOLUNTEERS PROVIDE THE TRANSPORT, USING THEIR PRIVATE CARS.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

WE DO NOT CONSIDER THE CHARITY'S ACTIVITIES OF PROVIDING TRANSPORT GIVE MUCH SCOPE FOR MAKING A POSITIVE IMPACT ON THE ENVIRONMENT, BUT WE DO SUPPORT THE LOWERING OF SPEED LIMITS FROM 30 TO 20MPH IN BUILT-UP AREAS. .

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

NO ENVIRONMENTAL POLICIES HAVE BEEN ADOPTED BECAUSE THE CHARITY DOES NOT OWN THE VEHICLES USED IN PROVIDING THE TRANSPORT FOR ITS ELDERLY USERS AND FACES CONSIDERABLE DIFFICULTIES IN FINDING VOLUNTEER DRIVERS WHICH PREVENTS US FROM INSISTING ON CONDITIONS FOR DRIVERS RE ENVIRONMENTALLY FRIENDLY VEHICLES.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	1
	B) VOLUNTEERS	14
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	166 total of which 92 from STC area

HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	92 BENEFICIARIES + 11 VOLUNTEERS
----------------------------------------------------------------------------	----------------------------------

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 1,000

PLEASE DESCRIBE YOUR PROJECT

OUR PROJECT IS TO KEEP OUR SERVICES FOR ELDERLY RESIDENTS RUNNING AT A TIME OF RISING COSTS AND SCARCITY OF VOLUNTEERS.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

THE GRANT IS REQUIRED TO HELP WITH OUR COSTS IN 2024/25 TO ENABLE US TO CONTINUE SUPPORTING ELDERLY PEOPLE NEEDING TRANSPORT FOR MEDICAL REASONS.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

PARISH/TOWN CONTACTED	AWARD RECEIVED
BRASTED	No award
CHEVENING	100
DUNTON GREEN	500
KEMSING	No award
OTFORD	400
RIVERHEAD	100

SEAL	200	
SHOREHAM	50	
SUNDRIDGE & IDE HILL		100
WESTERHAM TOWN		125
THE AWARD AMOUNTS WERE LEFT TO THE COUNCIL'S DISCRETION.		

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT YES

IF YES, PLEASE GIVE DETAILS

SVTG HAS APPLIED FOR A GRANT OF £1,000 FROM SEVENOAKS DISTRICT COUNCIL FOR 2024/25. DETERMINATION OF ITS APPLICATION IS AWAITED. THE PARISH COUNCILS LISTED IN PART 3 ABOVE WILL BE CONTACTED SHORTLY WITH A REQUEST FOR ANOTHER CONTRIBUTION FOR 2024/25. IF KCC/INVOLVE KENT OFFER FUNDING FOR 2024/25, WE SHALL APPLY FOR THIS.

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

IN EACH OF THE LAST 3 YEARS, SVTG HAS RUN UP AN ANNUAL LOSS. INITIALLY THIS WAS DUE TO COVID. MORE RECENTLY, IT HAS BECOME INCREASING OVERHEADS. WE CANNOT CONTINUE TO COVER LOSSES FROM OUR DWINDLING RESERVES AND DO NOT ANY LONGER HAVE A LONG-TERM CONTRACT WITH KCC.

IN THE LIGHT OF UNCERTAINTIES ABOUT ANY FURTHER FUNDING FROM KCC VIA INVOLVE KENT, WE HAVE HAD RELUCTANTLY TO INCREASE THE CONTRIBUTIONS WE RECOVER FROM OUR USERS TOWARD THEIR TRANSPORT. WE HAVE TRIED TO KEEP THIS TO A MINIMUM AND HOPE TO CONTINUE DO THIS WITH THE SUPPORT OF FINANCIAL CONTRIBUTIONS FROM SEVENOAKS TOWN COUNCIL.

EVERY MONTH WE GET FRESH REQUESTS FOR HELP. SINCE 1 JANUARY 2023, 72 NEW RESIDENTS ASKED US TO PROVIDE TRANSPORT. LAST MONTH ALONE [NOVEMBER 2023], 11 RESIDENTS CONTACTED US FOR THE FIRST TIME.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£5,706

HOW MANY MONTHS OPERATING COSTS DOES
THIS REPRESENT?

3.8

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£1,436

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN
COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND
WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

SVTG RECEIVED £500 IN 2019/20, £1,250 IN 2020/21 [INCLUDING £750 IN
RESILIENCE GRANTS], £750 IN 2021/22 & £750 IN 2022/23. ALL THE GRANTS WERE
FOR REVENUE EXPENDITURE.

**PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS
APPLICATION
CHECKLIST**

All relevant parts of the form completed	✓
Form signed	✓
Audited accounts for the last two years	✓
Annual Report if available (or Project or Business Plan for a new organisation)	✓

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES
-------------------------------------------------------------------------------------------	-----

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE  DATE 3/24

NAME AND POSITION IN ORGANISATION: IN
CAPITALS PLEASE :
ANTHONY WESTON SMITH, TREASURER

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk If you have any queries, please contact Alison Futtit on 01732 459953.

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

FRIENDS OF RHEINBACH

NAME OF CONTACT

MICHAEL WITHER

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

ARE YOU A REGISTERED CHARITY?

NO

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

1. EXCHANGE VISITS WITH THE 'FREUNDE VON SEVENOAKS' TO SUPPORT THE TWINNING BETWEEN THE TWO TOWNS, ALTERNATING YEARLY BETWEEN THE TWO LOCATIONS.
2. PROMOTION OF SOCIAL, ARTISTIC, SPORTING AND EDUCATIONAL LINKS BETWEEN THE TWO TOWNS, INCLUDING THE SUPPORT OF INDIVIDUAL AND GROUP EXCHANGES SPECIFIC TO THESE ACTIVITIES.
3. MEMBERS' MEETINGS, USUALLY WITH THEMES RELATING TO THE TWINNING; ALSO USED FOR FUND RAISING.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

NO. ACTIVITIES ARE PURELY SOCIAL

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

NO. ACTIVITIES ARE PURELY SOCIAL

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	0
	B) VOLUNTEERS	6
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	13
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	13	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 250

PLEASE DESCRIBE YOUR PROJECT

PUBLICITY AND COMMUNICATION CAMPAIGN SPECIFICALLY FOCUSED ON THE TOWN AREA AND INTENDED TO:

- 1) INCREASE AWARENESS OF LINKS WITH RHEINBACH
- 2) PROMOTE THE BENEFITS OF TOWN TWINNING
- 3) ENCOURAGE ADDITIONAL CONNECTIONS WITH RHEINBACH BASED ON AREAS OF SHARED SPECIAL INTEREST
- 4) COMPLEMENT RECRUITMENT INITIATIVES IN THE TOWN AREA

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

A WORKING GROUP IS CURRENTLY FORMULATING AND EVALUATING PLANS INVOLVING OPPORTUNITIES FOR:

- PREPARATION AND DISTRIBUTION OF PROMOTIONAL MATERIAL AMONGST TARGET AREAS AND GROUPS,
- USE OF SOCIAL MEDIA,
- MEDIA ADVERTISING,
- ONE OR MORE SOCIAL EVENT(S),
- PUBLIC RELATIONS INITIATIVES.

THE PROJECT IS INTENDED TO RUN FROM SPRING 2024 FOR APPROXIMATELY 12 MONTHS

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

NO BUT PLEASE SEE COMMENT BELOW

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

THE PROJECT IS SPECIFICALLY TARGETTED ON THE SEVENOAKS TOWN AREA BUT, BY IT'S NATURE, WILL INEVITABLY REACH SOME RESIDENTS OF ADJACENT AREAS.

WE HAVE PREVIOUSLY WRITTEN TO ALL PARISH COUNCILS WHOSE BOUNDARIES ARE CONTIGUOUS WITH SEVENOAKS TOWN ASKING WHETHER THEY OFFER GRANTS AND, IF SO, HOW WE SHOULD APPLY.

NONE OF THEM REPLIED OR EVEN ACKNOWLEDGED OUR ENQUIRY.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

BECAUSE OF THE PANDEMIC AND ITS AFTERMATH FRIENDS OF RHEINBACH'S ACTIVITIES WERE SEVERELY CURTAILED BETWEEN 2020 AND 2023. AS A RESULT, THE SOCIETY DID NOT SEEK GRANT SUPPORT IN 2021 AND 2023 AND OPERATING COSTS ACROSS THOSE YEARS WERE MINIMAL. BECAUSE OF THIS, THE FIGURE FOR 'MONTHS OPERATING COSTS' QUOTED BELOW IS ABNORMALLY HIGH.

WE ANTICIPATE A RETURN TO RELATIVE NORMALITY IN 2024 AND PLAN TO INVEST SOME OF OUR SURPLUS RESERVES IN PROMOTING MEMBERSHIP.

BECAUSE OF VERY UNEVEN CASH FLOW ACROSS OUR CUSTOMARY 2 YEAR CYCLE, WE NORMALLY AIM TO MAINTAIN A MINIMUM OPERATING RESERVE OF AT LEAST £2,000.

PLEASE STATE BALANCES IN HAND
AT END OF LAST FINANCIAL YEAR

£6550

HOW MANY MONTHS OPERATING
COSTS DOES THIS REPRESENT?

283 PLEASE SEE COMMENTS
ABOVE

HOW MUCH HAS THE GROUP
RAISED THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£480

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

2022/23	no application	2014/15	£250	REVENUE
2021/22	£250	REVENUE	2013/14	£250
			REVENUE	
2020/21	no application	2012/13	£250	REVENUE
2019/20	£250	REVENUE	2011/12	£500
			REVENUE	
2018/19	£250	REVENUE	2010/11	£600
			REVENUE	
2017/18	£250	REVENUE	2009/10	£600
			REVENUE	
2016/17	£250	REVENUE	2008/09	£600
			REVENUE	
2015/16	£250	REVENUE	and earlier years	

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST


All relevant parts of the form completed	✓
Form signed	✓
Audited accounts for the last two years	✓
Annual Report if available (or Project or Business Plan for a new organisation)	✓

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES
-------------------------------------------------------------------------------------------	-----

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE  DATE 10th JANUARY 2024

NAME AND POSITION IN ORGANISATION: MICHAEL WITHER, HON. TREASURER
IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank Sort Code Account No.	
----------------------------------	-------------------------------------------------------------------------------------

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

This page has been left blank intentionally

This page has been left blank intentionally

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

FRIENDS OF PONTOISE

NAME OF CONTACT

MICHAEL R PEMBREY

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks has been twinned with Pontoise in Northern France for 60 years. We the volunteers of the Friends of Pontoise keep this association for the benefit of both towns. Fostering school exchange, cultural and sporting links. Facilitating exchange correspondents, accommodation, and work placements for Pontoise students, and assisting where required, Sevenoaks residents to make similar contacts in Pontoise.

Annual exchange visits of up to 16 Members alternate yearly between towns. This being our Diamond Anniversary, twelve of our members will visit Pontoise in May bearing gifts of a large photo canvas and embossed enamel mugs.

Boule evenings are held during the summer every 2 weeks.

Friends of Pontoise 2023 Grant Application

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	None
B) VOLUNTEERS	5
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	24

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

24

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 250 - 500

PLEASE DESCRIBE YOUR PROJECT

1. To build on and expand the increasingly varied links between Sevenoaks and Pontoise
2. To promote understanding of French life and culture amongst all age groups in Sevenoaks
3. To promote understanding of English life and culture amongst our French counterparts in Pontoise
4. We entertained 16 guests from Pontoise 18-21 May 2023. The Mayor and her Consort were our guests at the Gala Dinner

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

This year the grant will primarily be used as follows:

1. The Mayor & her Consort will attend our New Year Lunch in February
2. Diamond Anniversary gifts for Sevenoaks Friends to present to Pontoise Les Amis and their Town Hall and to the Sevenoaks Town Council
3. Pay £294.48 for our website bearing the Sevenoaks Town Crest
www.friendsofpontoise.com

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? **See map attached at the back of this form** No

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

Friends of Pontoise 2023 Grant Application

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

N/A

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE
COUNCIL IN CONSIDERING THE APPLICATION

Our budget works on a two-year cycle to provide sufficient funds for official entertainment of Pontoise Les Amis de Sevenoaks on their biennial visit to Sevenoaks. During this, the members from Pontoise live as guests of our members. The members of the Friends of Pontoise pay their own costs of all functions/activities/dinners during the exchange visit. The costs of the visitors are paid from association funds. The grant will help with the expenses of giving reasonably generous hospitality.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£1,698.95

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

12

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£352.18

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN
COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND
WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

2001 - £500	2011 - £500	2021 - £250
2002 - £600	2012 - £500	2022 - £250
2003 - £500	2013 - £250	2023 - £350
2004 - £600	2014 - £250	
2005 - £500	2015 - £250	
2006 - £600	2016 - £250	
2007 - £500	2017 - £250	
2008 - £600	2018 - £250	
2009 - £500	2019 - £250	
2010 - £600	2020 - £250	

CHECKLIST

All relevant parts of the form completed	Y
Form signed	Y
Audited accounts for the last two years	Y
Annual Report if available (or Project or Business Plan for a new organisation)	Y

DO YOU HAVE A WRITTEN CONSTITUTION?	YES
-------------------------------------	-----

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.**

SIGNATURE *M R Pembrey*

DATE 09/01/2024

NAME AND POSITION IN ORGANISATION:

MICHAEL R PEMBREY CO-CHAIR/SEC/TREASURER

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

--	--

All Application Forms must be signed (electronic signature acceptable).

- Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 13th March 2023 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

NAME OF CONTACT

ADDRESS OF CONTACT

	POSTCODE	

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	
B) VOLUNTEERS	
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

PLEASE DESCRIBE YOUR PROJECT

SEE NEXT PAGE

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

SEE NEXT PAGE

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? **See map attached at the back of this form** Yes / **No**

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? Yes / **No**

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

PLEASE DESCRIBE YOUR PROJECT:

The Chat Room is a service delivered to combat loneliness and social isolation, providing mental wellbeing support to build up emotional resilience through a blended approach of online and in-person delivery, facilitated by volunteers and Wellbeing Workers providing opportunities for social interaction, activities, meaningful discussions, and conversations about mental health in a safe space.

We will deliver the Chat room weekly, online and face to face to residents of Sevenoaks Town. The blended delivery approach is innovative, as it offers those with access needs and those most isolated an opportunity to gain support, even if they cannot leave their own home.

Chat Room will be run by West Kent Mind Wellbeing Workers and supported by volunteers. We will deliver 48 sessions in total, 24 will be face to face sessions running from our Wellbeing Centre in St Johns Road, Sevenoaks, and 24 sessions will be run online. Each session runs for 1.5 hours.

Chat Room is open to anyone over the age of 18 living in the Sevenoaks Town area who is experiencing poor mental health and/or loneliness and social isolation. One of the aims of Chat Room is to equip participants with the skills and confidence to set up and run their own regular meeting groups, longer term benefitting the wider community.

Participants will benefit from;

- improved mental wellbeing
- reduced levels of loneliness/social isolation
- increased knowledge/skills around self-management
- improved levels of confidence/self esteem
- increased social/support networks

From piloting this service we have seen the benefit of clients being able to access support whilst on waiting list for other services, leading to reduction in the use of statutory services, and delivering support earlier in the client's journey to wellness.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT:

The service would run weekly for the year, commencing April 24 through to March 25. Funding would cover the following to run the project for one year.

- Staffing Costs 1,806
- Venue Costs 480
- Zoom 60
- Refreshments 150
- Advertising and Marketing 250
- Materials (crafts/games) 100
- Staff Expenses 240
- Volunteer Expenses 240
- Evaluation and Monitoring 500
- Overheads 765
- Total Project Costs 24/25 4,591

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE
COUNCIL IN CONSIDERING THE APPLICATION

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN
COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND
WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	
Form signed	
Audited accounts for the last two years	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO
-------------------------------------------------------------------------------------------	--------

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.**

SIGNATURE

DATE

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank	
Sort Code	
Account No.	

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [12th August 2022] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [13th January 2023] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

This page has been left blank intentionally

This page has been left blank intentionally

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION	
ORGANISATION	
Sevenoaks Samaritans	
NAME OF CONTACT	
Alex Bryant	
ADDRESS OF CONTACT	
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 50px; height: 15px; margin-bottom: 5px;"></div>	
	POSTCODE
	<div style="background-color: black; width: 50px; height: 15px;"></div>
TELEPHONE NO:	DAYTIME
	<div style="background-color: black; width: 100px; height: 15px;"></div>
	EVENING
	<div style="background-color: black; width: 100px; height: 15px;"></div>
	EMAIL ADDRESS
	<div style="background-color: black; width: 250px; height: 15px;"></div>
ARE YOU A REGISTERED CHARITY?	Yes

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks Samaritans commenced operations in October 2020 and we have to date recruited over 100 Listening and support volunteers. Listening volunteers provide emotional support to those in emotional distress who contact Samaritans including those having suicidal thoughts. Our volunteers are recruited primarily from Sevenoaks and the surrounding area.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

The primary focus of the organisation is to provide emotional support and at a branch level we have sought to do this in a manner that minimises our impact on the environment. We have recently undertaken to improve the energy efficiency in our branch office through: a more efficient boiler; being paperless wherever possible; installing an energy efficient dishwasher to alleviate the need for paper cups; using recycled toilet paper; and loft insulation, which has improved the EPC rating from D to C.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

Exert from Samaritans group Annual Report and Accounts 2022/23:

'Environmental responsibility

We are building a sustainable approach as we embrace hybrid working and volunteering, and develop a better understanding of our energy footprint.

What we said we would do

- Adhere to Environmental legal reporting responsibilities conforming to ESOS (Energy Saving Opportunities Scheme) and SECR (Streamlined Energy & Carbon Reporting).
- Assess and report our energy consumption from combustible fuels, heat, renewable energy, electricity, and transport fuel.
- Increase awareness of energy consumption, GHG (Green House Gas) emissions and encourage action to reduce our carbon footprint.
- Review and renew our Environmental Policy to enhance our environmental sustainability measures.

What we did this year

As part of our commitment to sustainability we procured a new Green Energy contract, which incorporates 100 per cent renewable energy from wind and hydro assets for our supply of electricity across the central charity branch and property estate, covering around 60 individual premises

We appointed a CIBSE (Chartered Institution of Building Services Engineers) ESOS Lead Assessor who has prepared the SECR report found later in this document which captures all energy consuming assets and activities in the UK for 2022/23.

Our assessor will carry out an energy audit for ESOS Phase 3 to calculate the energy consumed by Samaritans in the 12-month reporting and prepare the report for submission to the Environment Agency in December 2023.'

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	Nil
	B) VOLUNTEERS	135
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	We recruit primarily from Sevenoaks Town
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	Our outreach programs are available to support all residents of Sevenoaks Town	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£1,488

PLEASE DESCRIBE YOUR PROJECT

Sevenoaks Samaritans has around 100 listening volunteers. We have trained, mentored and supported each of those volunteers to become listeners. We would like to increase our numbers and grow our operation to around 150 volunteers. To achieve this we need to find more people who would like to be trained as listeners in the Sevenoaks area. We currently volunteer for approximately 1,000 hours per month; with 150 trained volunteers, we would be able to increase that figure to 1,500 hours or more.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

We will be using the grant to get one training group of 12 volunteers in the Sevenoaks area. We have also applied to use Sevenoaks Town Council Premises to run an event for current volunteers, to thank them for volunteering and to promote other opportunities within the organisation to make the best of and further develop their skills and interests.

Cost summary:

Market stalls (quarterly) - £128

Station and Stag Theatre Advertising Screens (monthly) - £900

Town Council magazine advertising (quarterly) – £240

Volunteer engagement event (date TBC) - £220

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES / NO

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

Sevenoaks Samaritans is part of a national organisation, but we are self-funding and, through grants and our own fundraising, need to raise approximately £35,000 per year to cover our running costs. Volunteers are part of a national service but every volunteer we train uses their skills in everyday life too - in the workplace, in family life, with friends and particularly within the community in Sevenoaks.

Every awareness event or piece of magazine or other advertising in the Sevenoaks area serves two purposes - we are recruiting and also reminding people of the service offered, and of our 116 123 number which is available 24 hours a day, 365 days a year.

Listeners are available to offer in-person emotional support at local foodbanks, warm spaces and schools, and are often present and visible at Sevenoaks Station and at other events in the area.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

31/3/2023 £34,986

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

c.11 months

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£32,372

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

The Town Council awarded a grant of £1000 towards volunteer training in February 2022.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	X
Form signed	X
Audited accounts for the last two years	X*
Annual Report if available (or Project or Business Plan for a new organisation)	N/A

*unaudited

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	<u>YES</u> /NO
-------------------------------------------------------------------------------------------	----------------

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE

DATE 11th January 2024

NAME AND POSITION IN ORGANISATION: KAY TURNER, BRANCH DIRECTOR

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

[Redacted bank details]

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

KENT YOUTH JAZZ ORCHESTRA

NAME OF CONTACT

JOHN LEVETT

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

ARE YOU A REGISTERED CHARITY?

YES Registered Charity: 1149477

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

KYJO IS A COUNTY-WIDE JAZZ BIG BAND MADE UP OF SCHOOL CHILDREN WHO REHEARSE AND PLAY BIG BAND JAZZ MUSIC AND ARE PROUD TO HAVE PERFORMED MANY TIMES IN SEVENOAKS.

KYJO PAYS FOR REHEARSALS FROM SUBSCRIPTIONS FROM PARENTS. THERE IS NO REGULAR FUNDING FROM NATIONAL OR LOCAL GOVERNMENT OR ANY OTHER ORGANISATION. ON SOME OCCASSIONS INCOME COMES FROM PLAYING CONCERTS & DONATIONS. THE MUSICAL DIRECTORS ARE ONLY PAID FOR THE PROFESSIONAL TUITION THEY PROVIDE AT REHEARSALS & CONCERTS.

KYJO'S AIM IS TO IMPROVE, DEVELOP AND MAINTAIN YOUTH EDUCATION AND APPRECIATION OF THE ART & TECHNIQUE OF BIG BAND JAZZ.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

THE BIGGEST IMPACT THAT KYJO MAKES ON THE ENVIRONMENT IS AN ENTERTAINING NOISE, QUITE OFTEN MADE AT OPEN AIR EVENTS THAT ENCOURAGE THE PUBLIC TO ENJOY AND APPRECIATE OPEN SPACES AND FRESH AIR, FOR EXAMPLE THE SEVENOAKS VINE GARDENS AND CHIDDINGSTONE CASTLE PARK.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

THE MUSICAL INSTRUMENTS THAT KYJO USES ARE REUSABLE AND LAST A LONG TIME. WHEN TRAVELLING TO REHEARSALS AND GIGS MEMBERS ARE ENCOURAGED TO SHARE TRANSPORT.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	1 MUSICAL DIRECTOR
	B) VOLUNTEERS	4 TRUSTEES 6 HELPERS
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	4
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	ALL LOCAL SCHOOLS AND THEIR PUPILS	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£500

PLEASE DESCRIBE YOUR PROJECT

KYJO WOULD LIKE TO ORGANISE A YOUTH JAZZ WORKSHOP WHERE ALL YOUNG MUSICIANS IN & AROUND SEVENOAKS ARE INVITED TO A SPECIAL OPEN WORKSHOP WITH KYJO TO BE FOLLOWED BY A SHORT CONCERT. WHERE THEY CAN MAKE MUSIC AND LEARN IN A SUPPORTIVE ENVIRONMENT AND DEVELOP THEIR IMPROVISATIONAL SKILLS IN A BIG BAND.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

THE YOUTH JAZZ WORKSHOP WILL BE HELD ON THE EVENING OF TUES 25 JUNE 2024 AT A LOCAL SCHOOL IN SEVENOAKS. IT WILL BE OPEN TO ANY YOUNG MUSICIAN INTERESTED IN BIG BAND JAZZ & IMPROVISING. INVITES WILL BE SENT TO ALL SCHOOLS ATTENDED BY THE YOUTH OF SEVENOAKS. TOTAL COSTS ARE ESTIMATED TO BE £750. THERE WILL BE NO CHARGE TO THE YOUNG MUSICIANS TO PARTICIPATE.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

N/A

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

BEFORE THE PANDEMIC KYJO HAD MORE YOUNG PLAYERS FROM SEVENOAKS.

AIM OF THIS WORKSHOP FOLLOWED BY A SHORT CONCERT IS TO RECRUIT MORE PLAYERS FROM SEVENOAKS.

TUESDAY 25 JUNE HAS BEEN CHOSEN AS BY THEN MOST GCSE EXAMS HAVE FINISHED.

THE VENUE WILL BE A SEVENOAKS SCHOOL.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£7572

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

12 Months

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£284

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

GRANT AWARDS BY SEVENOAKS TOWN COUNCIL FOR

JAZZ YOUTH WORKSHOPS HAVE BEEN MADE PREVIOUSLY ...

2010 £500 2011 £500 2012 £500 2013 £500 2014 £500

2015 £500 2016 £500 2017 £500 2018 £500 2019 £500

2020 £500 NOTE COVID PREVENTED EVENT TAKING PLACE IN 2020,
HOWEVER THE EVENT WAS RE-SCHEDULED & HELD IN **2021**

2022 £500 2023 £500

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	YES
Form signed	YES
Audited accounts for the last two years	YES
Annual Report if available (or Project or Business Plan for a new organisation)	YES

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES
-------------------------------------------------------------------------------------------	-----

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE *JB Levett* DATE 12 January 2024

NAME AND POSITION IN ORGANISATION: JOHN LEVETT
IN CAPITALS PLEASE CHAIRMAN OF KYJO TRUSTEES

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank	

All Application Forms must be signed (electronic signature acceptable).
Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee

This page has been left blank intentionally

This page has been left blank intentionally

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

Baby Umbrella

NAME OF CONTACT

Laura Shtaingos

ADDRESS OF CONTACT

	POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

ARE YOU A REGISTERED CHARITY?

yes

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Baby Umbrella is an award-winning small charity offering breastfeeding, mental wellbeing and early parenting support in West Kent. Our services provide a web of support to hold families as they become parents, making a powerful impact on the whole family from the start of their journey. We offer weekly support services in Sevenoaks, Tonbridge and Tunbridge Wells, and online on Zoom.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

We consider our environmental impact in everything we do. Enabling parents to meet their breastfeeding goals facilitates environmental savings in the production of, distribution of, preparation of, and feeding of formula milk. We also partner with the local cloth nappy library to provide information and support to parents who wish to reduce their impact on the environment from disposable nappies.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

Our emissions are extremely low as we do not have any premises and all of our staff work remotely when they are not participating in face to face service provision.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	6 (=0.6 FTE)
	B) VOLUNTEERS	31
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	180
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	180 families = approx 450 beneficiaries	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 3,040

PLEASE DESCRIBE YOUR PROJECT

In the last 12 months (Jan-Dec 2023) we have completed approx 152 40 minute 1-1 support appointments for residents of Sevenoaks Town Electoral Division. Each appointment costs us £40 to complete. We are applying for 6 months of funding to serve a further 76 1-1 appointments for Sevenoaks Town Residents. Our beneficiaries talk of the sense of relief they feel at finding our service at a time when taking care of their tiny babies can often feel completely overwhelming.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

This funding will be used to support Sevenoaks Town residents with free specialist 1-1 help from qualified Lactation Consultants and Breastfeeding Counsellors. We provide practical and emotional support with breastfeeding, expressing, bottle feeding, introducing solids, adjusting to parenthood, and infant sleep. We also have a new specialist listening service for those parents who are finding this transition particularly challenging. This project will be delivered within 6 months of receipt of funds.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

We make regular applications to the larger district, town and parish councils in the area. In the past year we have applied for a total of £8,256 from Otford Parish Council, Dunton Green Parish Council, Tonbridge & Malling Borough Council, Sevenoaks District Council, Riverhead Parish Council, Shoreham Parish Council and Kemsing Parish Council. £2,080 has been awarded so far.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES / NO

IF YES, PLEASE GIVE DETAILS

In the past year we have made 73 grant applications to all sorts of different trusts, foundations, councils etc to support our service. However, there is no overlap for this specific funding request.

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

Early parenthood is a critical time for families - the first three years of a child's life has been shown to have far reaching impacts on their entire life in terms of their mental and physical health. We believe that in order to support babies, and our whole communities, we must start with supporting parents at the very start of their journeys. We believe that well supported, confident parents create resilient families.

We are grateful for STC's continued support to families in the area.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£48,356

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

6 months

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£108,199

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

Sept 2021 £500 - revenue expenditure
March 2022 £500 - revenue expenditure
Sept 2022 £1,380 - revenue expenditure
Sept 2023 £2,600 - revenue expenditure

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	X
Form signed	X
Audited accounts for the last two years	X
Annual Report if available (or Project or Business Plan for a new organisation)	X

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO
-------------------------------------------------------------------------------------------	--------

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE



DATE 12/01/24

NAME AND POSITION IN ORGANISATION: LAURA SHTAINGOS; MARKETING, FINANCE AND OPERATIONS LEAD
IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank	
Sort Code	
Account No.	

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

This page has been left blank intentionally

This page has been left blank intentionally

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

Sevenoaks Bowling Club

NAME OF CONTACT

Ray Russell

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

POSTCODE [REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

ARE YOU A REGISTERED CHARITY?

No

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

We are a long-established (1911) local club that provides opportunities for members to enjoy the benefits of healthy exercise in a friendly yet competitive spirit offered by the sport of outdoor lawn bowls. Playing membership is open to all regardless of age, ability, sex or experience. We also offer social membership for those who don't wish to bowl but want to enjoy our facilities and social events. The club is situated in Hollybush Close, part of the Hollybush Leisure complex owned by Sevenoaks District Council. We are responsible for the insurance, maintenance, upkeep and outgoings associated with the club's green, premises and surrounding hedges, save for maintenance of the exterior of buildings, undertaken by SDC. Our lease expires on 1 April 2037 but, provided we are solvent, we would expect SDC to grant a renewal or extension.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

We have limited impact on the environment but, with SDC assistance, we have sought to lower the EPC rating of our clubhouse and changing rooms.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

- We have not formally adopted policies but members accept that they should either walk to the club or share transport. For away games, we insist on car sharing.
- There are opportunities for members to purchase second-hand woods and clothing to reduce impact on the environment.
- The very nature of the green and surrounding plants, hedges and trees means that our site should be absorbing CO₂

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	None
	B) VOLUNTEERS	c.80 (total membership)
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	c.20
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	20 members plus anyone who avails themselves of what we offer	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£5,000 but see additional comments

PLEASE DESCRIBE YOUR PROJECT

Maintenance of the green, which involves cutting, weeding, feeding, spraying and annual renovation. We have employed a specialist contractor for several years due to not having the requisite skills or availability within our membership and the cost (currently c£10k pa but expected to rise) has diminished our funds considerably.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

Green maintenance as described above. Our season runs from Mid-April to late-September and maintenance and preparation work for 2024 begins this month to ensure the green is in playing condition for the start of the season, then continues more frequently and extensively once the season starts.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

--

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

--

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

<p>We have not sought grant-funding before, save for the two years of lockdown when we applied for and received Government support (via SDC) Cultural Recovery Fund. It has been our belief that, as membership club, though open to all, we should ‘pay our way’. It is now apparent that we’re unable to survive without external support. We have raised subscriptions but there’s a limit to the level they can go to without our losing members, have sought advertising revenues from local businesses and held a series of fund-raising events – but an operating deficit persists, due largely to the principal outgoing of green maintenance. We’ll be grateful for any support STC is able to provide.</p>

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£13,907

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

Approx. 8

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£7,297

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN
COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND
WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

None

**PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS
APPLICATION
CHECKLIST**

All relevant parts of the form completed	Y
Form signed	Y
Audited accounts for the last two years	Y
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES
-------------------------------------------------------------------------------------------	-----

Copies of this completed form and any supporting papers will appear on a Council
Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE **RRussell**

DATE 19 January 2024

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank
Sort Code
Account No.

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

This page has been left blank intentionally

This page has been left blank intentionally

**Sevenoaks Town Council
Finance & General Purposes Committee - 26th February 2024**

Upgrade of IT Meeting Equipment

Sevenoaks Town Council started filming its meetings during the pandemic lockdown and has continued to screen its meetings live for the benefit of community engagement.

The Town Council invested in IT equipment to enable it to live screen meetings purchasing the best offer at the time. Although the IT equipment does the job, the sound quality is not particularly good, and it has been an aim to improve this when possible.

A new sector specific system has become available known as an 'Owl' system. This enables far improved sound quality and a more professional screening where each speaker's face is shown on the screen at the time of talking rather than just an overview of the meeting.

The system has been purchased at a cost of £2,969.67 net and will be up and running shortly.

If as successful as expected, a second system could be considered for the Bat & Ball Centre.

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council
Finance & General Purposes Committee – 26th February 2024

Current Matters**NB: Updates shown in red**

Item	Minute No		Status	Latest update
1	44 F&GP 24.04.23 <i>Update from Town Clerk</i> 24.07.23 244 Town Council 24.07.23	Market Tenders Wednesday Market	Ongoing	<p>Wednesday & Saturday Markets, Sevenoaks It was noted that the Town Council had been successful in its tenders to Sevenoaks District Council to operate the Wednesday and Saturday Markets in Sevenoaks Town.</p> <p>Sevenoaks Town Council has previously requested that the Wednesday Market be relocated to the High Street. Decision to be reviewed at STC Council meeting 24.07.23</p> <p>The Town Council had been considering the location of the Wednesday market but had been advised by Sevenoaks District Council today that there was no possibility of relocating to the High Street. It was agreed therefore that opportunities to expand the market in its current location at Buckhurst Lane be pursued.</p> <p>At its Blue-Sky meeting in September the Town Council would be reviewing the town centre, including detailed consideration of the future of the markets, within a Town Centre Masterplan.</p>
2	260.3 - F&GP 13.09.21	Pension Deficit	Ongoing	<p>Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit.</p> <p>Queries of KCC to be confirmed prior to arranging meeting.</p>
3	45 F&GP 24.04.23	Sencio Funding Agreement	Ongoing	<p>The Committee noted the terms of the Sencio Funding Agreement under which the Town Council was entitled to a partial refund of grant funds (on a sliding scale) due to the breach of conditions following the closure of Sencio due to insolvency. The Town Council had followed its fiduciary duty to residents and registered its financial interest with the insolvency agents, Evelyn Partners.</p> <p>RESOLVED: That the report be received and noted</p>
4	46 F&GP 24.04.23	Provision of Electric vehicle	Ongoing	<p>RESOLVED: That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above.</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 26th February 2024

Item	Minute No		Status	Latest update
		Charging Bollards at Raleys Car Park		Project progressing slowly due to electric connection complications.
5	127 F&GP 12.06.23	Participatory Budgeting	<i>Ongoing</i>	RESOLVED: That a working group comprising Cllr Clayton, Cllr Ancrum, Cllr Dr Canet and the Town Clerk be established to look at ideas and the process for a <i>[Participatory Budgeting]</i> project, and report back to a future committee meeting.
6	253.1	Investment of Funds	<i>Ongoing</i>	Cllr Wightman and Cllr Dixon to meet with the new Responsible Finance Officer, once in post, to review the current investment of funds to seek an increase in returns. Completed
7	390 F&GP 02.10.23 668.9 OS&L 12.02.24	Land at Woodside Road – Soil Remediation	<i>Ongoing</i>	RESOLVED: That local residents be consulted on the proposals for the Woodside Road Open Space, with the results being reported back to this Committee. Open Spaces & Leisure Committee RESOLVED not to proceed with the cleansing of the area of potentially contaminated land at Woodside Road, which is safe if left undisturbed by deep digging, and not carry out public consultation on the matter.
8	392.2 F&GP 02.10.2	Grant Subsidies for Room Hire & Activities	<i>Ongoing</i>	That the allowances be reviewed within the budget setting process. See Agenda item 13.2
9	544 27.11.23	Operation of Cafes	<i>Ongoing</i>	RESOLVED: 1) To move the Café on the Vine to a concession from 1 st April 2024 or sooner. Out to Tender, closing date 10th March 2024 2) To move the Bat & Ball Station Café to a concession from 1 st April 2024 or sooner.