HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

(6)

GRANT APPLICATION

Please note that this application should be accompanied by a copy of the financial details of the requesting organisation. Where relevant we will need to see account details showing income, expenditure and the level of balances. If annual accounts are not available, copies of the bank statements or receipts for expenditure should be enclosed.

1.	Name of Organisation	HURST RETHINK
2.	Name, Address and Status of Contact	Charlotte Wilson The Courtyard, Manor Rd Hurstpierpoint BN6 9UH
3.	Telephone number of contact Email Address	01273 831971 07801 610030 charlotte@hurstrethink.org
4.	Is the Organisation a Registered Charity? If yes, then please provide charity number	NO
5.	Amount of Grant Requested	£250
6.	For what Purpose or project is the grant requested?	To cover promotional + marketing costs for our activities for the next 4-6 months
7.	What will be the total cost of the project?	Ongoing costs of around £100 per month
8.	If the total cost of the project is more than the grant, how will the residue be financed?	We have also applied to + received funding from the Community Charity Shop.

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

9.	Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?	Hurst Community Charity Shop - £413
10.	Who will benefit from the project?	People across the village - many section of society. especially those concerned about climate change.
11.	Approximately how many of those who will benefit are parishioners?	ALL
12.	Have financial details been enclosed with the grant application?	YES
13.	Please list any other supporting documents that have been included.	Bank statement Quotes for work Link to our finance sheet

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date 21/10/2022

Please return this completed form, together with all relevant accompanying information to:

Clerk to the Council

Hurstpierpoint & Sayers Common Parish Council

Trinity Road, Hurstpierpoint

West Sussex, BN6 9UY

DATA PROTECTION

We take the protection of your personal data seriously. If you contact or communicate with us we may hold your contact and other details. We will only use this information for the purposes of carrying out our Council business with you. We will not pass your details to any other person or organisation without your express permission. We are registered with the ICO (Information Commissioners Office). For details of our full privacy notices please go to our website.

Carfax - docuprint
Vicon House
Western Way
Bury St Edmunds
Suffolk IP33 3SP

t: +44 (0) 1284 748560
e: accounts@carfaxltd.co.uk
w: www.docuprint.co.uk

SALES INVOICE

Cash Sale

Account No: CASHSALE
Order Number:
Costs Center:

Invoice No: **334610**
Our Job No: **489522**
Delivery Note:
Date: 19/10/2022

Quantity	Description	Price	VAT
2	Signs, 600 x 600mm. Printed one side on 4mm Correx. No drill holes. Price includes delivery	45.00	20%

Total	45.00
VAT	9.00
Invoice Total	**£ 54.00**

All payments are to be made to Carfax Cards Ltd T/A Docuprint
For BACS payments our bank details are as follows:

Bank:	Royal Bank of Scotland
Acc No.:	11644937
Sort Code:	16-01-23
IBAN:	GB67RBOS16012311644937
IBAN BIC:	RBOSGB2L

Carfax Cards Limited

VAT No: 216 0164 08 EORI* No: GB216016408000 Commodity Code: 4901100000

The exporter of the products covered by this document declares that, except where otherwise indicated, these products are of UK preferential origin

** Please note: If your invoice includes items delivered to a non-UK address, there may be further charges relating to taxes imposed by customs, and paid by us, at the destination country. These will be invoiced separately.

Terms: 30 days nett

In the event of non arrival of these goods a complaint must be submitted to us and the carriers within 14 days of despatch. Attention is drawn to our terms and conditions of trading to which this transaction is subject and under which ownership remains with us until payment is received. (see reverse)

Registered Office: as above Company Registered No: 221533

*(Economic Operators Registration and Identification)

ISO 9001 & 14001 CERTIFIED ORGANISATION

Charles Jackman

INVOICE

To;
Charlotte Snook

By Email

Date 15/8/2022

Invoice Number: 010324

1, For logo design (Hurst ReThink Community oneline)

Design £15

Vat £0

Total £15.00

Bank details;

Sort: 20-60-55

Account: 93465489

Scotland Farm, west street, Godshill, IW, PO38 3HL

Lorna Cooksey

To: Charlotte Snook
Subject: RE: A4 colour poster print and laminate x 10 and x 15

Here's the QD stationery quote for laminated A4 posters. We will produce min 10 thicker posters every month to promote Hurst Village Market.

Charlotte Snook
Tel: 01273 831971
Mob: 07801 610030

----- Forwarded message -----
From: "info@qdstationery.co.uk" <info@qdstationery.co.uk>
To: 'Charlotte Snook' <charlotte_snook@yahoo.co.uk>
Sent: Friday, 14 October 2022 at 13:16:20 BST
Subject: RE: A4 colour poster print and laminate x 10 and x 15

Hi Charlotte

Prices as follows:

A4 colour print and laminated

10 copies

£21.50 (normal laminate)

£23.50 (thicker laminate)

15 copies

£31.25 (normal laminate)

£34.25 (thicker laminate)

Please telephone us if you wish to go ahead – we request either a 50% deposit or payment in full if you wish them to be printed.

Many thanks

Heidi

OUR OPENING HOURS ARE:

MONDAY - FRIDAY 9.00am - 4.00 pm & SATURDAY 9.30am – 12.30pm

QD Stationery

52 Keymer Road

Hi Lorna,

Here's a link to a Google Sheet that tracks our spending. The second sheet details the costs that we're applying to the Parish Council to cover.

https://docs.google.com/spreadsheets/d/1Nro2du9u1dh5h05CpFM9WQwYQw9jbHty/edit?usp=sharing&ouid=112391398649328632523&rtpof=true&sd=true

They are in brief:

Parish Council Grant application - items to be covered		
Advertising board (Golf Sale style) for village market	£ 57.04	
Hurst Village Market laminated A4 posters for next 5 markets	£ 117.50	23.50 per month
Hurst Rethink Community Advent Windows posters x 30	£ 36.40	
Laminating costs for QGC posters	£ 16.00	
Hurst Rethink Community logo alteration	£ 15.00	
	£ 241.94	

Attached is the invoice for the advertising board, I've also included the cost of cable ties in the table. I will forward you the QD stationery quote for laminated A4 posters - this is for one month's worth but we print these every month. Also attached is a screenshot showing payment to Mrs Windels-Lyte for 30 posters which we printed for the Jumble Sale - it will be the same cost to promote our Advent Windows event in December (this is in partnership with Holy Trinity Church) and invoice for logo alteration.

As you can see from our Google Sheet, we have multiple costs per month, mainly printing and laminating posters and signs so our activities are well promoted across the village.

HURST RETHINK
Business Community Current Account
44910713 | 23-05-80

Balance
£444.24
You don't have an arranged overdraft

Account info
IBAN: GB77MYMB23058044910713
BIC: MYMBGB2L
Currency: GBP
Opening date: 04 May 2022

May | June | July | August | September | October

Search transactions

Export transactions to CSV (October)

Date	Details	Transaction Type	Out (£)	In (£)	Balance (£)
20 Oct 2022	**Carfax Cards LTD HurstMarket334610**	Outward Faster Payment	54.00		444.24
19 Oct 2022	**HURST SW HURST COM CHARITY**	Inward Payment		413.00	498.24
11 Oct 2022	**Carfax Cards LTD Hurst Market334446**	Outward Faster Payment	103.20		85.24
04 Oct 2022	**MRS M J WINDELS-LYTE Hurst Rethink**	TRANSFER	36.40		188.44

Charlotte Wilson
charlotte@hurstrethink.org
hurstrethink.org
07801 610030

Hurst ReThink

EXPENSES SHEET

HR Starling Acct Details
5574 3510 3683 7674
60-83-71
45675535
01/24

Date	Item	Company / Person	Who Paid
16/12/2020	Hurst rethink Logo		KJ
	Hurst Garden Rethink logo		KJ
	Website		CW
	Email set up		CW
	Bank account		KJ
	Garden logo		KJ
	Printing No Mo May		KJ
	Boxes posters terracycle	Charlotte	CW
11/11/2021	72 x Glass Jars for Xmas craft stall	Amazon	CW
	48 x rolls eco tape for Xmas stall	eBay	CW
	110 sheets wrapping paper and tags for Xmas stall	Re-wrapped website	CW
22/11/21	6 x months hosting	TSO Host	CW
22/11/21	hurstrethink.org domain name x 1year	123 Reg	CW
22/11/21	Bowls Club Hire for Nov meeting	Hurstpierpoint Bowls Club	CW
22/11/21	Stall and table Hire for Santa's Fun Sunday	Hurstpierpoint Traders Association	CW
05/12/21	Hurst Rethink feather flag and stand	Sussex Banners	LB
05/12/21	Oils, tags and sundries for stall craft activity	Infinity Foods	LB
10/02/2022	Posters for Jumble Trail	Prue Heron - paid to Canva	CW
14/02/2022	Sumup card machine	Sumup	CW
10/03/2022	Public Liability and Trustee insurance	Zurich Insurance	CW

21/03/2022	Payment for Hurst Players hire for Rewilding Talk	Bec Hanley	CW
29/03/2022	Payment to Flint Owl Limited for Market	Flint Owl	CW
29/03/2022	Facebook advertising for Hurst Village Market	Facebook - Meta	CW
29/03/2022	Room hire - Power For People screening	St Lawrence School	CW
05/05/2022	Facebook advertising for Hurst Village Market	Facebook - Meta	CW
05/05/2022	Payment to Flint Owl Limited for Market	Flint Owl	CW
14/06/2022	Hurst Village Market banners and posters	Carfax Print Ltd	CW
14/06/2022	Facebook advertising for Hurst Village Market	Facebook - Meta	CW
16/08/22	Community logo alteration	Charles Jackman	CW
01/10/22	Big Jumble Trail posters x30	James Windels-Lyte	CW
01/10/22	Hurst Village Market lamp post signs	Carfax Print Ltd	CW
12/10/2022	Laminating pouches for posters	Anna Riis	CW
18/10/22	Laminating for Queens Green Canopy posters	QD Stationery - Amanda Tait	CW
19/10/22	Golf sale style board for Hurst Village Market	Carfax Print Ltd	CW
19/10/2022	Hurst Village Market A4 laminated posters for November	QD Stationery	CW
19/10/2022	Cable ties for Golf sale style board	Screwfix	CW

89300

10086234

charlotte wilson
401006
01477250

nice production (k jackman t/a)

20 60 55

Amount	Re-imbursed
£ 30.00	£ 30.00
£ 10.00	£ 10.00
£ 99.00	£ 100.00
£ 10.00	£ 10.00
£ 89.00	£ 90.00
£ 30.00	£ 30.00
£ 36.99	£ 36.99
£ 54.99	£ 54.99
£ 87.38	Paid with Starling acct
£ 98.00	£ 98.00
£ 19.19	£ 19.19
£ 20.00	Paid with Starling acct
£ 25.00	Paid with Starling acct
£ 121.00	Paid with cash from stall
£ 31.00	Paid with cash from stall
£ 30.00	Paid with Starling acct
£ 22.80	Paid with Starling acct
£ 157.00	Paid with Starling acct

£	20.00	Paid with Starling acct
£	79.00	Paid with Starling acct
£	14.00	Paid with Starling acct
£	50.00	Paid with Starling acct
£	7.00	Paid with Starling acct
£	69.90	Paid with Starling acct
£	257.16	Paid with Metro acct
£	14.00	Paid with Starling acct
£	15.00	Paid with Metro acct
£	36.40	Paid with Metro acct
	£103.20	Paid with Metro acct
£	20.72	Paid with Starling acct
£	16.00	Paid with Starling acct
£	54.00	
£	23.50	Paid with Starling acct
£	3.04	Paid with CW personal acct
£	1,754.27	£ 479.17

HURST COMMUNITY CHARITY

(Registered No. 1077138)

APPLICATION FOR GRANT

Name of organisation or individual making application: HURST RETHINK (Charlotte Wilson)

If an organisation, the name of person submitting the application and their position in the organisation:

Address: The Courtyard, Manor Road, Hurstpierpoint, BN6 9UH

Tel. no: 01273 831971 / 07801 610030

Email: hurstrethink@gmail.com

We/I understand that

a) grants will be made only towards specific purposes or objectives undertaken by organisations or individuals living or operating within the ecclesiastical and civil parishes of Hurstpierpoint and Albourne;
b) no grants are available for on-going regular expenses;
c) any grants will be made at the discretion of the Trustees of Hurst Community Charity.

1. Outline the purpose or objectives of the application:

To support Hurst Rethink and Hurst Rethink Community marketing and promotion - all activities are carried out by volunteers for the benefit of the community in Hurstpierpoint.

Hurst Rethink has launched several initiatives this year, all of which have incurred some form of marketing costs - posters to be printed and laminated, flyers to be printed and distributed and social media promotion to be paid for. These initiatives include No Mow May, Community Road Verge Project, Soft Plastic Recycling, Bike Swarm, Big Hurst Jumble Trail, and two events on Energy - a screening of Community Energy Film 'We the Power' and our Big Debate on Energy as part of Hurst Festival. We don't have any other form of funding and would love help to cover our marketing costs for these activities so we can promote our activities to as many people in the community as possible.

2. Outline how will this project benefit of the inhabitants of the ecclesiastical and civil parishes of Hurstpierpoint and Albourne

All of our activities are carried out by volunteers for the benefit of the community. Our aim is to help people live more sustainable lives in the village by helping them become greener consumers, to recycle more, learn about energy efficiency, by promoting green transport such as cycling and by encouraging local biodiversity. Our activities also bring members of the community together, for example the Jumble Trail. We hope to organise and promote a community Christmas event called 'Advent Windows' if we can get funding.

If application is being made by an individual, how will the project benefit yourself and others?

3. Total cost of the project: **£413**

   Where appropriate outline approx. breakdown of costs:

   Laminated A4 Posters for village noticeboards: £36 per activity x 4 activities (We The Power event, Big Hurst Jumble Trail x 2, Bike Swarm): **£144**
   Social Media Advertising (Facebook and Instagram) x 6 months: £20 per month = **£90**
   A5 flyers x 500: **£58**
   A3 lamp post signs: **£121**

4. Outline how the cost of the project will be met

   Whenever we hold an event, we ask for donations from the public. We also have a stall at village events where we raise funds via tombolas and raffles. This has funded our activities thus far.

5. If application is being made by an individual, please enclose a letter of recommendation from a sponsor (eg. relevant organisation leader or a non-family member).

   Name of sponsor:.....

   Relationship to applicant:

Feedback, Reporting and Acknowledgement

All recipients of grants (organisations & individuals) are asked to give feedback on how the funds have been used. This should usually be in the form of a short report with photos that can be shared with the wider community

Do you undertake to provide this feedback? Yes

Where appropriate, organisations will be requested to acknowledge the receipt of a grant from Hurst Community Charity eg. in literature or on website.

How would you do this?

We would post this on our social media accounts - Facebook and Instagram.
We would also post it on our website: https://hurstrethink.org/

How should a grant be paid?
(Bank details for transfer or to whom cheque should be made payable)

Hurst Rethink - Metro Bank
Sort: 23-05-80
Acct: 44900713

Copies of the following should be enclosed where appropriate:

a) Latest audited accounts (for organisation applicants)
b) Child protection policy and procedures (for organisation applicants)
c) Letter of recommendation (for individual applicants)

Signed:

Charlotte Wilson

Name printed:

Charlotte Wilson

Date:
10/05/2022

Please return to Tim Leech (Chair of Trustees): timjleech@gmail.com
or 55 Cuckfield Road, Hurstpierpoint, West Sussex, BN6 9RR