



Hurstpierpoint & Sayers Common Parish Council
 Email: office@hurstpierpoint-pc.gov.uk
 Website: www.hurstpierpoint-pc.gov.uk
 Telephone: 01273 833264

Village Centre
 Trinity Road
 Hurstpierpoint
 West Sussex BN6 9UY

SMALL GRANT APPLICATION (Please ensure you are using the correct application form)

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	St Lawrence CEP School Parent Teachers Association.
2.	Name, Address and Status of Contact within the organisation	Louise Wise, [REDACTED] PTA Chair
3.	Telephone number and Email Address	Email – PTA@Stlawrencehurst.co.uk Tel – Louise (Chair) – [REDACTED]
4.	Is the Organisation a Registered Charity? If yes, then please provide charity number	Yes - 1096189
5.	Amount of Grant Requested	£479.50
6.	For what purpose or project is the grant requested, what local need does it address and who would benefit? Please be as detailed as possible about how exactly the funds would be spent. If for a specific project, when would you anticipate that to complete/how long would the funds last? (Continue on a separate sheet if necessary).	The St Lawrence Cof E School PTA is a voluntary group of parents committed to raising funds, creating engaging and inclusive events, and building a stronger, more connected school community. In October 2024, a new chair, secretary, and two new vice-chairs were appointed bringing new and exciting fundraising ideas. During a PTA meeting, we identified a few essential items we need to ensure we can deliver profitable, safe, and successful fundraising activities. We would like to apply for funding for these items (listed below), so more of the money we raise can be donated back to the school, and not spent on these items. 10 x Branded Charity Collection Buckets + labels - £5 per bucket (£50) 10 x Collection tins + labels to give out to local businesses – £5 per tin (£50) 10 X branded PTA Volunteer T-shirts - £8.95 per t-shirt (£89.50)

		Reliable, robust and easy-to-use Radio Walkie Talkies to use at events - £150 Shelving units for our very messy PTA shed (see video) - £140 I know this isn't the most exciting application, but if were successful in securing funding for these items, we wouldn't have to use PTA funds to buy them and donate the money to the school who have recently asked for musical instruments. Thank you for your time. We are open to answering any questions you might have regarding our request for funding for these items.
7.	What will be the total cost of the project?	£479.50
8.	If the total cost of the project is more than the grant, how will the residue be financed?	N/A

9.	Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?	No
10.	Approximately how many/what percentage of those who will benefit are parishioners?	100%
11.	Have financial details been enclosed with the grant application?	To be submitted next week
12.	Please list any other supporting documents that have been included.	1) A video of our PTA shed to help you to understand why we are requesting shelving. Trying to prepare for events with it in this state is quite challenging and time consuming! It also features our Secretary, Vic, saying hi! 😊

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

Signed..... Louise Wise.....Date.....29th January

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

Office@hurstpierpoint-pc.gov.uk or via post:

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.

ST LAWRENCE CEP SCHOOL PARENT TEACHERS ASSOCIATION
 St Lawrence C Of E Primary Sc
 Trinity Road
 Hassocks
 United Kingdom
 BN6 9UY

Your Account

Sort Code
 Account Number



SCHOOL BANK ACCOUNT

01 January 2025 to 31 January 2025

Money In	£0.10	Balance on 01 January 2025	£12,724.51
Money Out	£1,342.94	Balance on 31 January 2025	£11,381.67

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Jan 25	PARENTKIND UPTBA672E4-4228117	DD		162.00	12,562.51
02 Jan 25	A D HUNTER 500000001485397380 FAIR	FPO		470.30	12,092.21
02 Jan 25	SARAH LANCASTER 100000001476203932 PTA FAIR	FPO		314.40	11,777.81
03 Jan 25	A D HUNTER 300000001489281001 FAIR	FPO		38.16	11,739.65
09 Jan 25	INTEREST (GROSS)		0.10		11,739.75
14 Jan 25	A D HUNTER 600000001491024140 FAIR	FPO		96.26	11,643.49
14 Jan 25	VICTORIA HOLMAN 300000001494738484 PTA	FPO		238.83	11,404.66
17 Jan 25	LOUISE WISE 500000001493074177 PTA FAIR	FPO		22.99	11,381.67

Transaction types

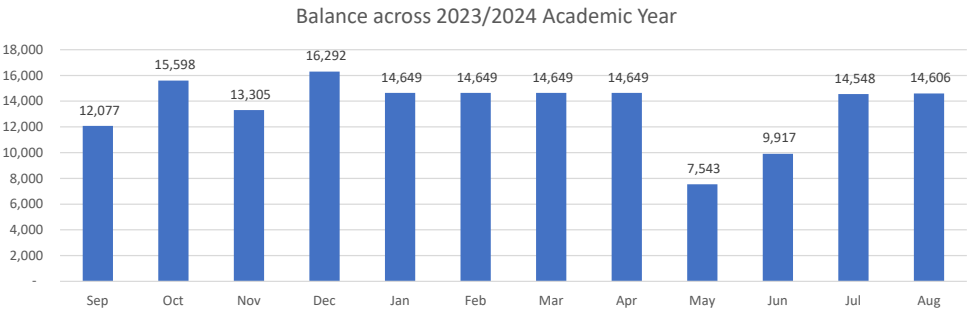
BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

St Lawrence CEP School PTA - Finance Review for Academic Year 2023/2024

Income Statement	
	GBP
Opening Balance	12,076.41
<u>Income</u>	
Events	28,502.61
Cash	8,918.00
Stripe	18,859.55
Sum Up	725.06
Lotto	-
Other	57.85
Bank Interest	1.36
	<u>28,561.82</u>
<u>Expenditure</u>	
Fireworks	(7,502.59)
Christmas Fair	(2,921.86)
Summer Fair	(1,055.00)
Parentkind membership	(153.00)
Other Admin & Equipment	-
	<u>(11,632.45)</u>
Gross Income	16,929.37
Payments to School	(14,400.00)
Net Income	2,529.37
Closing Balance	14,605.78
Cash Movement	2,529.37

Income Review			
	GBP	Share of Income	
Christmas Cards	903.00	3%	pupil Christmas cards
October events	6,775.84	24%	includes Fireworks and Dads' Walk
November events	9,229.88	32%	includes Fireworks/Christmas Fair
December events	4,418.25	15%	Christmas Fair
Summer Fair	7,175.64	25%	inc. Colour Run
Other	<u>59.21</u>	0%	
	28,561.82		
Balance Sheet			
Assets			
Cash		14,605.78	
Cash ex account		25.00	
Matched Giving		<u>115.00</u>	
		14,745.78	
Liabilities			
Clearance payment to school		13,708.50	
Creditor - St John's Ambulance		137.28	
Creditor - Summer Run		<u>900.00</u>	
		14,745.78	

NB. Incomplete



Bank Reconciliation	
Opening Balance	<u>12,076.41</u>
movement	<u>0.11</u>
30 September 2023	12,076.52
movement	<u>3,521.80</u>
31 October 2023	15,598.32
movement	<u>(2,293.10)</u>
30 November 2023	13,305.22
movement	<u>2,986.89</u>
31 December 2023	16,292.11
movement	<u>(1,643.22)</u>
31 January 2024	14,648.89
movement	<u>0.12</u>
29 February 2024	14,649.01
movement	<u>0.12</u>
31 March 2023	14,649.13
movement	<u>0.12</u>
30 April 2023	14,649.25
movement	<u>(7,105.95)</u>
31 May 2023	7,543.30
movement	<u>2,373.78</u>
30 June 2023	9,917.08
movement	<u>4,630.73</u>
31 July 2023	14,547.81
movement	<u>57.97</u>
31 August 2023	14,605.78
Closing Balance	<u>14,605.78</u>
Net movement	2,529.37

St Lawrence CEP School PTA - Finance Review for Academic Year 2022/2023

Income Statement

	GBP
Opening Balance	11,843.68
Income	
Events	15,187.66
Cash	9,192.18
Stripe	3,644.80
Sum Up	2,350.68
Lotto	284.00
Other	44.44
Bank Interest	7.52
	<u>15,523.62</u>
Expenditure	
Events	(6,502.18)
Lotto	(338.00)
Deposit for Fireworks	(200.00)
Fridge freezer	(150.00)
Parentkind membership	(140.00)
Other Admin & Equipment	(172.71) *
	<u>(7,502.89)</u>
Gross Income	8,020.73
Payments to School	(7,788.00)
Net Income	232.73
Closing Balance	12,076.41
Cash Movement	232.73

Income Review

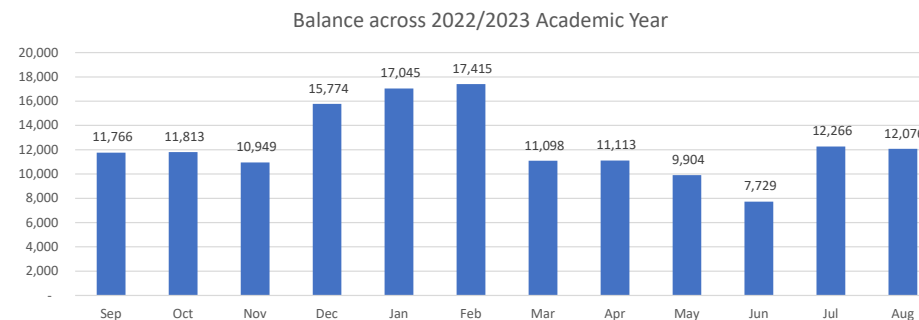
	GBP	Share of Income	
Christmas Cards	1,404.68	9%	pupil Christmas cards
Autumn events	2,561.26	16%	includes Dad's Walk and Disco
Winter events	4,632.15	30%	includes Autumn Pit Stop and Christmas Fair
Spring events	584.90	4%	includes Quiz
May events	354.99	2%	events at school
Coronation event	836.00	5%	events at school
Summer Fair	<u>4,813.68</u>	31%	events at school
	15,187.66		

Balance Sheet

Assets	
Cash	12,076.41
Debtors - comedy	500.00
Debtors - events owing	<u>350.00</u>
	12,926.41
Liabilities	
Clearance payment to school	12,814.41
Creditor - TENS payments to D Tucknott	42.00
Creditor - Lotto payments due	<u>70.00</u>
	12,926.41

Bank Reconciliation

Opening Balance	<u>11,843.68</u>
movement	<u>(77.90)</u>
30 September 2022	11,765.78
movement	<u>47.10</u>
31 October 2022	11,812.88
movement	<u>(864.37)</u>
30 November 2022	10,948.51
movement	<u>4,825.87</u>
31 December 2022	15,774.38
movement	<u>1,270.27</u>
31 January 2023	17,044.65
movement	<u>370.07</u>
28 February 2023	17,414.72
movement	<u>(6,316.90)</u>
31 March 2023	11,097.82
movement	<u>15.12</u>
30 April 2023	11,112.94
movement	<u>(1,208.63)</u>
31 May 2023	9,904.31
movement	<u>(2,175.71)</u>
30 June 2023	7,728.60
movement	<u>4,537.71</u>
31 July 2023	12,266.31
movement	<u>(189.90)</u>
31 August 2023	12,076.41
Closing Balance	<u>12,076.41</u>
Net movement	232.73



*includes cool boxes, cash boxes, stamps, envelopes, plastic container boxes, wrapping paper, ice cubes and incidental items/stationery

Quotes (all available to buy online)

PTA Branded Collection Buckets & Tins + Branded labels (£94 total + Delivery)

Items available from here: www.direct-fundraising.co.uk

The screenshot shows the Direct Fundraising website. The header includes the logo, contact information (Tel: 0161 766 6444, Email: sales@direct-fundraising.co.uk), a search bar, and a cart icon showing £94.00. The navigation menu includes Home, All Products, About, Contact, Blog, News, My Account, and Cart. The left sidebar lists product categories under 'Product categories' and 'Display Boxes'. The main content area shows a shopping cart with 6 items:

Product	Price	Quantity	Total
Street Charity Collection Bucket - Blue	£3.95	10	£39.50
Collection Bucket Label Curved	£1.85	10	£18.50
Eco Charity Collection Box - Blue	£3.00	10	£30.00
Eco Box Replacement Security Seal	£0.06	100	£6.00
Coupon code			APPLY COUPON
			UPDATE CART

10 x PTA branded Volunteer T-shirts - £80.90 + Delivery

The screenshot shows the Tradeprint website. The header includes the logo, a search bar, VAT status (INC), and navigation links (Inbox, Contact Us, Help Centre, Hi, Laura, £80.90). The main content area shows a shopping basket with 1 item:

Item	Price
Promotional White Printed T-Shirt	£80.90
Total	£80.90 Inc Vat
	£67.42 Ex Vat

Below the basket, there is a 'Checkout' button. At the bottom of the page, there is a banner for 'Mon. 17th Feb' with a price of £80.90 (Inc Vat) and £67.42 (Ex Vat), and an 'Add To Basket' button.

Storage Units - £140

Heavy Duty Garage Shelving Unit

BiGDUG Heavy Duty Garage Shelving Unit - 600kg Per Shelf (2400kg Per Bay) - 177x160x45 cm - 4 Tier Storage Shelves - Blue - Shed Shelving : [Amazon.co.uk](https://www.amazon.co.uk): DIY & Tools

Reliable, robust and easy-to-use Radio Walkie Talkie - £150

Motorola 2-Way Walkie Talkie Radio Quad Pack

[Motorola Talkabout T82 Extreme PMR446 2-Way Walkie Talkie Radio Quad Pack - Yellow / Black: Amazon.co.uk: Electronics & Photo](#)