

2022/23



## HYTHE TOWN COUNCIL GRANT APPLICATION

**\*Please read the attached Terms and Conditions before completing this form\***

<b>PART A:</b> <i>To be completed by the applicant. If completing by hand, PLEASE PRINT</i>	
<b>Applicant Name:</b>	[REDACTED]
<b>Position:</b>	Chief Executive Officer
<b>Organisation Name:</b>	Folkestone Rainbow Centre
<b>Organisation Type:</b> (please see attached Ts & Cs for eligible organisation types)	Charity
<b>Company/Charity number</b>	1096570
<b>Address:</b>	69 Sandgate Road, Folkestone, Kent
<b>Telephone:</b>	01303 250408
<b>Email:</b>	[REDACTED]
<b>Project Name:</b>	Your Local Pantry - Hythe
<b>Short description of what the grant will be spent on:</b>	The Rainbow Centre offers a Pantry service at the Hythe Catholic Church. Pantry members access £25 worth of products from a variety of dry, fresh fruit and meat from a fee of £5 per visit. The current garage door needs replacing as it is an old manual up and over, not very safe to use and the lock is also starting to fail. We store the freezer with stock in there to replenish the Pantry and the mobile van overnight. The grant will contribute to replacing the garage doors.
<b>Project Dates:</b>	Start: 1 January 2024      End: 28 February 2024

<b>Payment Details</b>	
<b>Name of Bank</b> Lloyds Bank	<b>Account Name:</b> Folkestone Rainbow Centre
<b>Sort Code</b> [REDACTED]	<b>Account Number:</b> [REDACTED]

<i>Office Use Only</i>	
F&GP Meeting date ___/___/___      Passed Y/N      Minute No _____	
Amount of Grant Awarded: £ _____	
Signed...	Date: _____
Print Name: ..... (Chairman of F&GP Committee)	

## Project Details

### 1. Project Description:

Please describe your project (max 200 words)

The Folkestone Rainbow Centre supports individuals and families facing hardships. While we offer a Foodbank service, it helps people in crisis for a limited period. Hence, we launched a Community Food Pantry for low income households to make ends meet. Pantry members sign up for membership, paying £5 weekly to access £25 worth of groceries, giving them choice and dignity. The pantry also offers a meeting space to connect, access vital health checks, a clothes swap shop and a money advice service. Run by volunteers the Pantry is open on Mondays and Tuesdays; it currently has 143 members with 26 on the waiting list and has been very successful. The pantry stock is mostly donated, augmented by purchases from FairShare. We use the garage to keep freezer stock and also the mobile van.

### 2. Evidence of community need / support

Please provide the justification for your project (max 200 words)

More than 2 million adults in the UK are food insecure with quite a substantial proportion relying on Foodbanks to make ends meet. This is partly due to the rising cost of living, pushing many into low income levels. We run the Shepway Foodbank and Pantry and the need for these services remains high. Last year we fulfilled 1462 vouchers to feed 3506 people & will exceed this figure by 20%, this year. The Pantry is alleviating food poverty, allowing families to self-refer, budget, have choice and access to other support. There are 143 members and since opening last October, the Pantry has served 2610 people with members coming from outside of Hythe area, prompting us to offer a mobile service from 4 October, which is serving many clients district-wide.

### 3. Location:

Hythe Catholic Church, 2 Lower Blackhouse Hill, Hythe, CT21 5LS

### 4. Legacy and beneficiaries

The Pantry beneficiaries are individuals and families who access nutritious food essential for maintaining good health. The project's legacy is alleviating food poverty and extreme deprivation in our community, helping to augment incomes and keep families in their homes. Pantry members generally self-refer, giving those in need the dignity to seek help without going through too many assessments. The space is allowing for volunteering opportunities, and partnership working for the benefit of the members.

### 5. Funding request:

How much are you asking for (minimum £100)?

£1,800

1. NOTE MAXIMUM £300.  
2. NOTE GARAGE BELONGS TO CHURCH COUNCIL CANNOT ISSUE GRANTS TO CHURCHES UNLESS IT IS FOR THEIR CLOCK (TBC)

### 6. How will you spend the grant?

Please provide an accurate breakdown of the proposed spend

Item	Cost
Repair of garage doors (see attached quote)	£2,010
Total	£2,010

7. Please submit evidence for each of the above costs (e.g. a quote or copy of brochure or a web link showing prices). For staff costs, please attach a breakdown of hourly/daily cost and number of staff.

**\* Applications must include supporting evidence to be eligible for funding \***

A quote is attached

#### 8. Other funding

Hythe Catholic Church contributions to meet the difference

#### DECLARATION

**Data protection** The information provided to the Council for the purposes of applying for funding will be held securely by the Council at all times. The Council may share the information with:

- external agencies and the wider public to ensure that the project is delivered successfully
- other grant making bodies to identify and prevent fraud
- other organisations, if required to do so by law.

You and the Council agree to comply with applicable data protection legislation.

The council's privacy notice can be viewed online at [www.hythetc.kentparishes.gov.uk/policies](http://www.hythetc.kentparishes.gov.uk/policies)

By submitting this form, you agree to the following:

- you and the organisation you represent will comply with the requirements in this application and the attached Hythe Town Council Grant Policy and Conditions. This includes maintaining records on how the grant was spent (i.e. invoices and receipts) which must be made available to the Council upon request. You confirm that the funding will be spent as detailed in this application or returned to Hythe Town Council. You also confirm that you are entitled to apply on behalf of the organisation specified above. Hythe Town Council reserves the right to request the return of the grant if these terms and conditions are breached,
- if your application is successful, you will send a completed Project Update form to Hythe Town Council as soon as your project is completed or within six months of receiving the grant

**Please indicate** whether you have anything to declare under Clause 34 of the Ts & Cs and, if yes, show evidence thereof by attaching separate documentation

You undertake to the Council that you have obtained all the necessary planning, licensing, permissions, insurance and other consents as may be required for your project and that these are in place or will be in place prior to the commencement of the project.

**By submitting this application, I confirm that I have read and agree to the above declaration and that I will comply in every respect with the 2019/20 Grants Policy [Terms and Conditions](#) (please indicate:)**

Type Name: [REDACTED]

Date: 15 November 2023

Please send the completed form to the Town Clerk. Contact details; [clerk@hythe-tc.gov.uk](mailto:clerk@hythe-tc.gov.uk)

## PART B: F& GP Committee Approval

To be completed by the F & GP Committee

Members of the Council should declare any interests that fall under the following categories. Please see below for definitions<sup>1</sup>:

Please tick if applicable

- a) disclosable pecuniary interests (DPI);  
b) other significant interests (OSI);  
c) voluntary announcements of other interests

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Members who have declared either a DPI or an OSI should check with the Council's Monitoring Officer before approving the grant. Members should also ensure that the award of this grant complies with the 'Councillor's Code of Conduct'. Please refer to the Council's Monitoring Officer for guidance.

Applicant Name:

Alignment with corporate objectives

Appearance Matters

☐

Health Matters

☐

Member decision on proposal:

Amount approved

£

Signed:

Date:

<sup>1</sup> Explanations as to different levels of interest

(a) A member with a disclosable pecuniary interest (DPI) must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares a DPI in relation to any item must leave the meeting for that item (unless a relevant dispensation has been granted).

(b) A member with another significant interest (OSI) under the local code of conduct relating to this grant must declare the nature as well as the existence of any such interest. A member who declares an OSI in relation to any item will need to remove him/herself to the public gallery before the debate and not vote on that item (unless a relevant dispensation has been granted). However, prior to leaving, the member may address the meeting in the same way that a member of the public may do so.

(c) Members may make voluntary announcements of other interests which are not required to be disclosed under (a) and (b). These are announcements made for transparency reasons alone, such as:

- membership of outside bodies that have made representations on agenda items, or
- where a member knows a person involved, but does not have a close association with that person, or
- where an item would affect the well-being of a member, relative, close associate, employer, etc. but not his/her financial position.

Voluntary announcements do not prevent the member from participating or voting on the relevant item



Please email the completed form to [clerk@hythe-tc.gov.uk](mailto:clerk@hythe-tc.gov.uk) or post/deliver to Julie Abbott, Town Clerk, Oaklands, 1 Stade Street, Hythe, Kent. CT21 6BG

## HYTHE TOWN COUNCIL GRANT APPLICATION - Project Update Form



Please send this completed form to the Town Clerk as soon as your project is completed or within six months of receiving your grant whichever is earlier

GRANT REFERENCE NUMBER (Decision Number):	
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APPLICANT NAME:	
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ORGANISATION:	
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PROJECT NAME:	
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AMOUNT OF GRANT AWARDED:	
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PROJECT COMPLETION DATE (actual or expected):	
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Please confirm whether the whole of the grant was spent as described on the application form?

**YES or NO**

(If no, please provide details)

How well and in what ways did your project or activity benefit the local community? (max 200 words)

How did you publicise the Grant support for your project? (Please attach copies of any publicity and photographs) (max 200 words)

How important was the Grant to your project? (max 200 words)

Please email the completed form to the Town Clerk. Email; [clerk@hythe-tc.gov.uk](mailto:clerk@hythe-tc.gov.uk)

# Garage Door Order Form

Garolla 0800 468 1982

Invoice  
No

This Agreement is between PGD Doors Ltd And:-

Name [REDACTED]

Post Code C14 5L3

Address [REDACTED]

Tell Number [REDACTED]

Address [REDACTED]

Email [REDACTED]

Town Higgle

## Dimensions

Width 2870 +100 = 2970 mm  
+130 = 3100 mm

Height 2310 +200 (55) = 2510 mm  
+300 (77) = 2610 mm

	55	77	Notes
System Type	<u>55 / 77</u>	£.....	£.....
Face Fix	<u>Yes / No</u>		
Within Recess	<u>Yes / No</u>		
Motor Side	<u>LH / RH</u>		
Other Access into Garage	<u>Yes / No</u>		
Override	<u>Int / Ext</u>	£.....	
Curtain Colour	<u>[REDACTED]</u>	£.....	
Box Track Colour	<u>white</u>	£.....	
Remotes	<u>2</u>		

Total £ 2010

Does the customer request the frame to be removed	<u>Yes / No</u>	£.....
Are you going to extend the power cable	<u>Yes / No</u>	£.....
Hold to run	<u>Yes / No</u>	£.....
Does the customer require trim	<u>Yes / No</u>	£.....

If yes what size

Total £.....

20 45 65 95 175 200 Colour (white)

Installation Date

Day..... Date .....th Month..... Time.....  
Approx

By signing or verbally agreeing to this agreement you will be bound to the terms and conditions over leaf.

Signed..... Date 1/2/2012

Print.....

If you need to contact Direct

07887505693

I Agree to pay Via (circle)

Cash Cheque Bank Transfer

Cheques to be made payable to

**PGD DOORS LTD**

Bank Transfer

Bank Lloyds  
Name PGD Doors  
Sort Code 30-93-34  
Account 60763260