

GRANT AID

APPLICATION FORM



Bradley Stoke Town Council
Council Office,
The Jubilee Centre, Savages Wood Road
Bradley Stoke, Bristol BS32 8HL
Telephone: 01454 205020
email: town.clerk@bradleystoke.gov.uk

Application Number: **GA525**
(for office use only)

Please read the accompanying Guidance Notes *before* completing this Form.

NB The maximum level of grant aid available to any applicant for project-based activities shall be £500 per organisation per financial year. This may be increased to £600 where the applicant is able to demonstrate that in excess of 60% of its membership and/or attendance is comprised of Bradley Stoke residents. Only one application per organisation shall be considered within any given financial year.

Please complete ALL questions. If a question on the form is not relevant then please indicate this in your answer; if enough information is not given then it delay your application.

"Project" means the programme of activities, equipment or running costs for which grant aid is being applied.

1 Name of the organisation applying for Grant Aid

[1st Bradley Stoke Guides](#)

2 Name of the applicant and position within organisation

[Kathryn Sharratt, Guide Leader in Charge](#)

3 Address for correspondence

4 Is the organisation:

- | | |
|------------------------|-------------------------------------|
| a business | ☐ |
| a registered charity | ☒ |
| a community group | ☐ |
| other (please specify) | ☐ |

5 Give a brief description of the project for which the grant is required

1st Bradley Stoke Guides meets weekly at Holy Trinity School Hall for 1.5 hours each Wednesday. Cooking is one of the most popular activities within the unit, giving girls the opportunity to work together in their patrols, learn practical life skills, and build confidence and independence.

However, our current cooking equipment is outdated, incomplete, and stored ineffectively in two large boxes. This often leads to key items being missing or difficult to locate, which creates unnecessary stress for both the girls and volunteer leaders. A significant portion of our limited session time is spent unpacking, searching for equipment, and repacking at the end, reducing the time available for meaningful learning and enjoyment.

We are seeking funding to create fully equipped **patrol cooking boxes** for each patrol. Each box would contain a complete, clearly labelled set of essential equipment, enabling girls to easily access what they need at the start of the session, be responsible for their patrol's own equipment, and, pack away efficiently at the end.

6 Which category most applies to this event? (Please circle ONE)*Art**Sport**Community**Youth***7 Who in the Bradley Stoke Community will benefit from your project and who outside Bradley Stoke will benefit? Please enter actual or your estimated numbers below**

	Bradley Stoke Residents	Non Bradley Stoke Residents
Pre-school children (under 5 yrs)	[]	[]
Primary age children (5-11 yrs)	[8]	[3]
Secondary age/youth groups (11-14yrs, 15-18+ yrs)	[15]	[1]
Adults under retirement age	[2]	[1]
Adults over retirement age	[]	[]
Others (please specify who below)	[]	[]

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8 What will be the main benefits of your project to the Bradley Stoke Community?

This project will:

- Improve organisation and reduce wasted time
- Enable smoother, more enjoyable cooking sessions
- Support the development of teamwork, independence, responsibility and practical skills
- Reduce stress and improve the experience for both Guides and Volunteers

By investing in durable, well-organised equipment, we will ensure that cooking remains a positive, inclusive, and rewarding activity for all members of the unit, both now and for the next decade or even longer.

In addition, securing Youth Grant funding for this project will ensure that the subscription fees paid by current Guides remain focused on delivering regular activities and trips, rather than being used for capital equipment that will benefit the unit for many years to come.

9 When and where will the project take place?

We intend to buy the equipment once this grant has been accepted and begin to use the new boxes from then onwards.

Is this project:

- | | | |
|-----------|---------------------------------------|-------------------------------------|
| a one-off | | ☒ |
| on-going: | daily | ☐ |
| | weekly | ☐ |
| | monthly | ☐ |
| | annually | ☐ |
| | other (<i>please specify</i>) | ☐ |
| | phased (<i>divided into stages</i>) | ☐ |

(please tick the appropriate box)

10 If the project is phased, please give details below of all the timings of the phases

Not applicable

11 On what part of the project will the Bradley Stoke grant be spent? Please give full details, completing the income/expenditure statement on page 6.

The grant will cover the cost of the boxes and kitchen equipment, including pans, utensils, measuring cups, bowls etc.

- 11 (continued) If your organisation has arranged a similar project before, please give details

Not applicable

- 12 How many Grant Aid applications to Bradley Stoke Town Council have you made in the last TWO years?

None

- 13 Please give full details of the last Grant Aid application made by your Organisation to Bradley Stoke Town Council: NB This must be completed in FULL.

	Application Date	Application Number	Amount Requested	Amount Granted
1	August 2018	YGA33	£500	£500

- 14 If your application is approved to whom should the cheque, be made payable?

1st Bradley Stoke Guides

If you are asking the cheque to be made payable to someone other than the applying organisation please give your reasons below. We are unable to make cheques out to individuals.

Not applicable

Please attach the following information to the application form:

- evidence of the **current** financial status of the applying organisation
- a statement of income and expenditure for the last 12-month period
- the written constitution and/or Equal Opportunities Policy (if applicable)

Applications cannot be considered without the above or a satisfactory written explanation as to why they are not available.

I certify that the information provided on this application is correct to the best of my knowledge. I agree to comply with the conditions laid down by Bradley

Stoke Town Council if the grant application is approved; in particular to the requirement to:

- **complete the Grant Evaluation Form within 28 days of completion of the project or 31 March whichever is the sooner**
- **return the formal Receipt on receipt of the Grant Aid cheque**
- **provide Bradley Stoke Town Council with photocopies of Supplier invoices, if applicable for audit purposes**
- **recognise the financial assistance given by Bradley Stoke Town Council**

Signed: Kathryn Sharratt

Date: 06/09/26

On behalf of: 1st Bradley Stoke Guides

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The information contained in this document will only be used for the purpose of this application. The Bradley Stoke Town Council Privacy policy is available via the following web link: <https://www.bradleystoke.gov.uk/town-council/policies-and-procedures.php>

(Revised April 2026)

Statement of the Project Income and Expenditure and amount of Grant Aid requested by:

Name of Organisation: **1st Bradley Stoke Guides.**

Income		Expenditure
What is the total projected income for the project?	£110	What is the total projected cost of the project? £610
Please give details below of other sources of income		Please give a breakdown of the project cost below.
Own funds – from members or participants	£110	Materials/equipment (If necessary please provide separate list/costing.) See attached for costing
Participants contributions/charges	£	Running costs
Grants RECEIVED/APPLIED for from:		Training
South Glos Council	£	
Other Local Parish/Town Councils	£	Administration Costs
Charitable Trusts – please name:	£	Publicity/Printing
Lottery/Awards for All etc		Premises Hire (BSTC Facilities)
The Business Community	£	Premises Hire (Other than BSTC Facilities)
OTHER income (please specify)		Other expenditure (list)
TOTAL POSSIBLE PROJECT INCOME (If all other Grant/Funding Applications are approved)	£75	TOTAL PROJECT EXPENDITURE
		£
TOTAL POSSIBLE PROJECT INCOME (excluding Grant Applications)	£ £75	Amount requested in Grant Aid from Bradley Stoke Town Council (Max grant aid is £500.00 – see NB at start of application form)
		(NB This question MUST be answered)
		£500

This form must be fully completed in order for the application to be considered.

Total Required £410.34
Total Required and Possible £608.26

4 patrol boxes needed

Required per box	Notes	Cost	Where	Per Pack	Number	Total
Large durable box	for storage, 80L, mouseproof!	£103.99	B&Q	4	1	£103.99
2 pans	with lids	£12.49	Nisbets	1	8	£99.92
1 frying pan		£9.29	Nisbets	1	4	£37.16
Tongs		£15.99	Tesco	£4.00	£4.00	£63.96
spatula						
ladle						
whisk						
serving spoon						
Veg peeler						
Cheese grater						
can opener						
measuring cups						
measuring spoons						
potato masher						
chopping boards	2 per box	£10.25	Tesco	4	2	£20.50
sharp knives	*2 per box, but have 4 already	£9.59	Amazon	6	1	£9.59
mixing bowls	2 per box	£12.55	Amazon	4	2	£25.10
colander	collapsible to save space	£1.59	Amazon	2	4	£6.36
tea towels	4 per box, different colours per patrol	£14.99	B&Q	12	2	£29.98
heatproof gloves	1 per box	£6.89	Amazon	2	2	£13.78
scales	already have					
measuring jug	already have					
sieve	already have					
stirring spoons	already have					
washing up bowl	already have					
Possible if enough budget						
Toasting forks	extendable, pack of 8	£6.99	Amazon	8	4	£27.96
BBQ grate for cooking on fires	28cm+ diameter, 10 fire pits	£9.00	Amazon	1	10	£90.00
plates	8 per patrol	£5.00	Argos	4	£8.00	£40.00
bowls						
cups						
cutlery						
drying mat	1 per patrol	£9.99	Amazon	2	4	£39.96