

# HEYWOOD TOWNSHIP FUND 2019/20 APPLICATION FORM



**ROCHDALE**  
BOROUGH COUNCIL

**REF**  
HP/16/19

Please read the **Terms & Conditions** and **Guidance for Applicants**. If you need advice or support to complete your application form, please contact Heywood Township Office.

## SECTION 1 – NAME OF PROJECT

Name of project Happywood

## SECTION 2 - APPLICANT DETAILS

a) Name of organisation PossAbilities CIC

### b) Type of organisation

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voluntary/ community	Registered charity	Sports/ leisure club	Limited company	Private company	Social enterprise	Other type

c) How many members do you have? 600

### d) Aims and objectives of your organisation and activities or services it provides

We are PossAbilities CIC, a Community Interest Company with our HQ in Heywood. We support people with learning disabilities – who often put the rest of the population to shame with their appreciation of small things, their exuberance and energy – people who despite their lifelong conditions seem to have an almost innate ability to overcome disadvantage and build on their assets.

That's our day job. As a Community Interest Company we see ourselves as more than passive providers of support. We are 'placemakers'. It is part of our social mission to improve the places that we work.

e) Contact name Jane Holland

f) Contact telephone [REDACTED]

g) Contact address and postcode [REDACTED]

h) Email address [REDACTED]

i) Web address <https://possabilities.org.uk/>

**SECTION 3 – ORGANISATION FINANCES****a) Have you applied for or received a Township grant before?** **Yes** **No****b) If you have answered yes to question a), please give details below**

2017 The Monkey Town Trail: Turning Heywood's nickname of 'Monkey town' into a positive with a summer long event that made people proud of their town. Nine gigantic ape statues were designed and decorated by nine local groups supported by nine professional artists. These formed a three mile walking train around the town. Over 3000 people walked the trail, uploaded pictures and comments to our Facebook page which had 32,000 interactions. Over a thousand people attended the launch party which followed a parade through the town where the streets were lined with spectators.

2018 The Inclusive World Cup: In World Cup year we brought together teams representing six of the World Cup nations. Each team comprised people with and without disabilities. The idea was to break down stigma and to take part in a joyous sporting and cultural endeavour. Over four weeks, the teams scored points in a series of events which tested their teamwork, athleticism, artistic abilities and collective knowledge. Remarkably England won the cup.

**c) Does more than 50% of your annual base budget/income come from Rochdale Council?** **Yes** **No****If yes, detail below the amounts received and Council Services providing budget/income to your organisation (a copy of your application will be forwarded to your relevant Link Officer for their comments)**

Possabilities provide a range of services for adults with learning disabilities. Approx £7.5million in total over all service areas.

**SECTION 4 – PROJECT FINANCES****a) Cost of project**

£8000

**b) Amount of grant required**

£5000

**c) Amount from other sources**

£3000

**d) Details of other funding****Funder****What they may fund****Dates of funding decisions**

The organisation will fund the difference in costs.

e) Breakdown of proposed expenditure relating to the grant funds required (enclose quotations, cost estimates or extracts from catalogues. Costs for items to include VAT only if your organisation cannot claim VAT back from HM Revenue and Customs).

Expenditure item	Cost
Advertising / Marketing	£200.00
Promotional packs for small business with in Heywood	£1000.00
Sunshine events free to community	£4475.00
Gruffalo for fairy woodland	£800.00
Promotional flyers for schools and nursery's	£500
Bags of Happiness	£1050.00
<b>TOTAL</b>	£8025.00

## SECTION 5 – ABOUT THE PROJECT AND JUSTIFICATION

Details of the proposed project and what benefits will this project bring for participants, organisation, group or wider community?

That's what **Happywood** is all about. It's a month long festival of activities and events in Heywood, one of Britain's most deprived Townships

### ***The Happywood Festival***

**Happywood** will be a series of activities and events over one month, catalysed and facilitated by PossAbilities CIC. We will be joined by partners and affiliates who can get involved in different ways: -

1 Core events – these will be led by PossAbilities CIC and partners, and ensure drive and momentum throughout the festival period.

2 Affiliate events – any group, business, organisation or individual can apply to set up an affiliate event, and we will provide a resource pack; branding and PR guidance; and promotion in the overall festival programme.

<b>Project start date</b>	01/08/2019	<b>Project completion date</b>	31/08/2019
<b>How many people in Heywood will benefit from this project?</b>			3,000 and over

## SECTION 6 – SUPPORTING DOCUMENTATION



Please supply the following documents when you submit your application. IF YOU DO NOT SUPPLY THESE DOCUMENTS, WE WILL NOT BE ABLE TO PROCESS YOUR APPLICATION. Please tick the boxes to show which documents you have attached to this application.

a) Annual accounts and bank statement(s)	<input checked="" type="checkbox"/>
b) Constitution/governing document	<input checked="" type="checkbox"/>
c) If your project works with children and young people under 18 years old or vulnerable adults, please confirm your organisation has the following in place:	
Child protection policies and procedures	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
Disclosure & Barring Service (DBS) checked staff and volunteers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
d) Quotes/estimates/extracts from catalogues for proposed expenditure	<input checked="" type="checkbox"/>

## SECTION 7 - DECLARATION

We, the undersigned agree to:

- Abide by Heywood Township Funds Terms and Conditions.
- No expenditure being incurred on this project prior to the grant decision being given.
- Certify that the information contained in this application is correct and that we are authorised by the organisation to accept these conditions on their behalf.
- Use funds, if granted, only as specified in this application, unless receiving authorisation from Heywood Township Office to make changes.
- Send the invoices/receipts for all payments made with this grant along with the completed Project Evaluation Form to the Heywood Township Office.
- Agree to participate in monitoring, auditing and evaluation related to this fund.
- Highlight the support of Heywood Township in all publicity material and agree to Rochdale Council's use of the organisation's name and photographs for promotional purposes.
- Inform Heywood Township Office immediately if either signatory leaves the organisation or can no longer fulfil their responsibilities, or someone else takes over responsibility for the grant on behalf of the organisation.

Contact Person		Organisation Chair or Treasurer (Different from Contact Person)	
Signature		Signature	
Full name	Jane Holland	Full name	Marilyn Smith
Position	Community co-ordinator	Position	Finance Director
Date	29/05/19	Date/	04/06/2019

Before you send your application to us, please check that you have:

- answered all the relevant questions and
- enclosed all the information requested:
  - Annual accounts/Bank statement(s)
  - BACS form
  - Constitution/governing document
  - Quotations/cost estimates/extracts from catalogues

Please send your completed application form to:

Heywood Township Office, c/o Number One Riverside, Smith Street, Rochdale OL16 1XU  
 Tel: 01706 924802  
 Email: sharron.worrall@rochdale.gov.uk

## Jane Holland

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**From:** [REDACTED]  
**Sent:** 30 May 2019 10:52  
**To:** Jane Holland  
**Subject:** [REDACTED] Quote (Ref 80103)



Hi Jane,

Good to speak to you yesterday and thanks for your enquiry. Here's a package price for everything that we discussed yesterday

Please take a look through the details and then just let me know if you have any questions or additional requirements as I may have for you.

**Event Details: Ref 80103**

Event Date: 17 Aug 2019

Event Time: 11:00 - 16:00 - we will provide an extra member of staff to cover breaks

Event Venue / Location: OL10 4SY

### Quote - includes delivery, set up and pack down

Product	Quantity
Helter Skelter Inflatable Slide Hire *	1
Rodeo Bull Hire * - Users must be at least 1.2m tall or at least 10 years of age.	1
Roll A Ball Donkey Derby Hire * - needs to go indoors	1
Magic Selfie Mirror Hire * - needs to go indoors	
<ul style="list-style-type: none"><li>Interactive mirror with option to put your signature or an emoji on your photo before you print</li><li>Option to text the image to your phone</li></ul>	1

- Unlimited instant prints
- Complimentary photo guest book
- Personalised message across all your images
- Instant USB full of all your images
- A fully trained Fun Expert
- Exceptional prop box adorned with groovy hats, glasses etc.
- 2 Metre Red Carpet and Stanchions

Inflatable Climbing Wall *	1
Wipeout Inflatable Challenge Hire *	1
Bouncy Castle (Adult) Hire - client to staff	1
Inflatable Playzone Hire - client to staff	1
Teacups and Saucers *	1
	<b>Package Total: £4,475.00</b>
	<b>VAT Amount: £895.00</b>
	<b>Package Total: £5,370.00</b>

\*Products marked with an asterix are staffed by one of our Fun Experts. Any other product(s) is hired as unstaffed and must be adult dedicated to the single piece of equipment throughout the event. You will be required to sign a disclaimer in respect of the

**As with all quotes these are subject to availability at the time of booking so please book early in order to avoid missing quotes are valid for 3 weeks.** Please note that payment is taken at the time of booking, usually by a card payment over the phone to hearing from you soon!

Please just give me a call in the office if you have any other questions or would like to make a booking and I will be happy to help

Warm regards

Dominic

[Redacted signature]

P.S. Visit our live [Customer Feedback](#) to prove our customer think we are as good as we say we are.

[Redacted text]

**From:** [REDACTED] >  
**Sent:** 14 May 2019 19:49  
**To:** Jane Holland <[REDACTED]>  
**Subject:** Invoice

Hi jane

1 gruffalo carving 4ft

50% deposit required of £400

And the remaining balance of £400 to be paid on delivery.

Account number

[REDACTED]

Sort code

[REDACTED]

[REDACTED]

Regards

[REDACTED]

[REDACTED]