



Stratfield Mortimer Parish Council Community Grant Fund Application Form

Please read the Council's Community Grant Fund Policy before completing this form. You may use the continuation sheets provided if necessary. The maximum amount for any application is £1,500.00.

Details of Organisation:		
1.	Name of organisation and any company/charity number	MORTIMER and BURGHFIELD Toy Library
2.	Purpose of organisation	the relief and education of children in Mortimer and surrounding areas by provision of low cost therapeutic, educational and stimulating toys and equipment.
3.	Contact name Position in organisation	
4.	Address	BURGHFIELD Common
5.	Telephone number Email	
6.	Bank account name, sort code & account number	MORTIMER and BURGHFIELD Toy Library
Details of Project		
7.	Name of project	'Entering the 21st Century'
8.	Brief overview – what are you looking to provide? (max 100 words)	Capital investment in updating software to digitise policies, membership documentation and relevant paperwork. We wish to do this for purchase of laptop, keyboard, mouse and software, satellite licence.
9.	Please describe in full your business case, including: <ul style="list-style-type: none">• Set-up costs• Revenue costs	Laptop £1354.05 incl VAT Keyboard + Mouse £35 Software Microsoft Office Suite £60 a year laptop to last 4/5 years with decent Memory Capacity.
10.	Any supplementary evidence you feel is appropriate (max 500 words)	We wish to go online, further transactions in the future. All records are held paper based at the moment.

11.	Please describe the community benefit and levels of support for your proposal, with evidence.	120 members, potential for more. Enable us to be more efficient and keep cut further into the community, protecting sustainability of Toy Library by ensuring everything is in one place.
12.	What is the anticipated start date?	As soon as equipment is available.
Grant Request		
13.	What is the total cost of the project?	£1500
14.	How much are you applying for in this application to the Community Grant Fund?	£1500
15.	If the grant is for revenue costs, please give details of how these will be funded in the future.	
16.	Please give details of the funds available from the organisation's own resources for this project	No cash funds available. Volunteer time.
17.	Please give details of funding available from other sources for this project, including match funding where the payment of any successful Community Grant needs to be made via a funding platform i.e The Good Exchange	None available. Currently registering with The Good Exchange.
18.	Please supply the additional information: <ul style="list-style-type: none"> The financial balance of your organisation (copy of latest bank statement). A copy of the accounts for the last financial year, or if a newly formed organisation, then a copy of the budget and business plan. Current constitution or rules as appropriate. 	See attachment.
Declaration:		
I confirm that I am making this application on behalf of the organisation named.		
I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it has been granted, unless otherwise agreed and I agree to the Conditions of Funding.		
I understand that any false declaration or information may disqualify any further application.		
Name of authorised personnel:		
Signed:		
Date:		9th February 2023
For and on behalf of (state organisation):		Mortimer and Burghfield Toy Library

Please return the completed Community Grant Fund Application Form and additional information to The Clerk, Parish Council Office, 27 Victoria Road, Mortimer, READING RG7 3SH or email scanned copies to the.clerk@stratfield-mortimer.gov.uk.

Continuation Sheet 1

Name of Organisation: McTIER and BURGHFIELD Toy Library

- 18) Operating as a Voluntary Run Service, Non-profit making, we have no current Constitution of Rules.

Within the past 8 months our small band of recently appointed volunteers have made the decision to alter and improve the running of the Toy Library. We hope to increase membership, which is already showing improved numbers, and update systems. Currently all our records are handwritten and we only deal in cash payment for membership dues.

In the future we intend to provide an online service for Members borrowing toys, as well as online banking and bring the Toy Library "into the 21st Century" hence the name of project.

The laptop, keyboard, mouse etc will enable all our records to be kept in the one place as well as the use of templates, proformas etc. In the future, should staffing (ie volunteers) change, it can be handed on to enable smooth transition.