



GRANTS – IMPORTANT Documents to send with your application

The following documents **MUST** be submitted with your application:

1. A copy of your organisation's Constitution, signed and dated by the Chairman.
2. If your organisation works with children or vulnerable adults a copy of your Safeguarding Policy and Procedures must be enclosed.
3. A copy of your organisation's audited or independently examined accounts including balance sheet for the past 2 financial years, and a copy bank statement and bank reconciliation as at the last balance sheet date. If your full year accounts are **older than 12 months** from the date of this application, a signed* interim set of accounts or management accounts will be required also.
4. Up to date bank statements of any current and investment accounts.
 - a. Should there be a severe deterioration between your bank statement at the audit date and an up-to-date statement, this will need to be explained:
5. In the case of a newly formed organisation, a budget and business plan should be sent including specification of how the project will be managed.

Please note: the payment of the grant by the Parish Council is made strictly on the understanding that should the project not go ahead; all monies will be returned to the Parish Council.

When completed, please send this form together with supporting documents to:

Sam Heynes
Parish Clerk
Cuckfield Parish Council
The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL

01444 451610
sam.heynes@cuckfield.gov.uk



GRANT APPLICATION FORM

Name of Organisation	Cuckfield Nuclear Bunker/ Royal Observer Corps 50 Post
Contact Name and Address	Ed Coombes
Telephone Number	
Email Address	
Position	Treasurer

Is the Organisation a Registered Charity?	Yes		No	X
If yes, please provide Charity Number				
Amount of grant requested £	£857.28			
What is the nature of your organisation's activity?				
<p>Heritage and History. Cuckfield Nuclear Bunker came into being in 2009 after an extensive restoration. The Bunker is fully equipped (on open days) with period equipment and items, both underground and on the surface. The public can visit and experience talks and a guided tour or a self-guided tour, as well as handle and examine artifacts and equipment from the bunkers operational history. Visitors that are unable to, or don't want to enter the bunker can still experience what the Post was used for through photographs, diagrams and literature. We have welcomed almost 2000 visitors to the bunker since our first open day in 2010.</p>				
What are the aims and objectives of your organisation?				

Cuckfield Nuclear Bunker aims to:

- Promote, preserve the history, and further understanding, of the Cuckfield 'nuclear bunker' Royal Observer Corps underground monitoring post
- Educate the public on the role of the Royal Observer Corps (and the Cuckfield Nuclear Bunker) from 1925 to 1991 both locally within Cuckfield and how the post fitted into the wider national picture.
- Enable members of the public to visit to experience what the role of an observer would have entailed, for free.
- To preserve for future generations the physical fabric of the structure to enable it to be studied and enjoyed by the public and other interested visitors
- work with other national organisations (The Craigiebarns Royal Observer Corps Museum (28group observer SCIO) and the Portadown Royal Observer corps museum in Belfast to promote and raise awareness of Cuckfield ROC post and to promote collaboration
- Support other organisations where practicable to further promote and preserve the Heritage of the ROC (for example: The Woodland Trust, Lepe Country Park, English Heritage/Sussex Police 'Heritage Watch' Initiative, Forgotten Frontlines, Heritage Lincolnshire)

When was your organisation formed?	2009		
Has it operated previously under another name?	Yes		No X
If so, when did the change take place?			
Is your organisation part of, or affiliated to, a national organisation?	Yes		No X
If yes, please provide details	n/a		
What is the catchment area of your organisation?	Unknown, our furthest known visitors have from northern Ireland, and from France. It is not unusual for people to travel 1 to 1.5 hours to visits us on our open days.		
How many members belong to your organisation?	3		
Cuckfield Residents	0	Non Cuckfield Residents	3

<p>If your organisation is not membership based, please give details of the number of people you work with/provide services for and how many are resident within Cuckfield</p>	<p>We have no general public membership, we are comprised of: Core Team Ed Rippingale-Combes (Treasurer and Tour Guide) Mark Russell (Secretary and Tour Guide) Bob McIntosh (Tour Guide and Former ROC Personnel)</p> <p>These roles overlap and we all perform in each role as necessary.</p>
<p>Briefly describe the project or purpose for which you require a grant</p>	<p>To enable the post to be opened to the public we are required to have Public Liability Insurance in place continually and usually we have been able to meet this through either donations on open days or via the occasional small grant or 'windfall' (such as a private group visit). However due to rising insurance costs and decreasing donation amounts this method of self-funding cannot be assured. The structure is also 6 decades old and needs regular maintenance to keep in in sound order.</p> <p>This grant would solely be used to pay for 2 years (2024 and 2025) public liability insurance. The amount is based on the fee paid for the 2023 PLI, doubled. It is anticipated that if the insurance is more than the stated amount the shortfall will be made up through donations received, and if the insurance becomes cheaper (unlikely) then the surplus amount will be notified to the council clerk for a) either returning to the council, or b) re-invested in the ROC post for the benefit of the public (for example reprinting the self-guide pamphlets) as directed by the clerk.</p> <p>We have recently got an iZettle card reader so can take cashless donations on open days and will be promoting this more in an effort to increase this source of funding as it has been noticed since Covid 2020 less people are carrying cash.</p> <p>Our aim is to continue to allow free visits to the Post so that anybody can experience the site, and we would prefer not to formally 'charge entry'.</p>

How will this project benefit the community or residents of Cuckfield?	<p>This will continue to benefit the residents of Cuckfield by:</p> <ul style="list-style-type: none"> - Attracting visitors from outside the area into the village on our open days (we usually have 50-60 visitors on an open day) who will use the local amenities and we signpost visitors to the local Cuckfield Museum - Providing an education resource on the cold war for the local, and wider, community - keeping the structure in good order and secure to prevent it becoming a derelict hazard, and to preserve it for future generations 			
Is your organisation VAT registered?	Yes		No	X
If Yes please write in your VAT number	n/a			
When do you intend to start the project?	n/a			
Completion Date	n/a			
Have you previously received, or applied for, a grant from Cuckfield Parish Council?	Yes		No	X
If YES, please give details of amount(s) and year(s)	n/a			
Please add any further information in support of your application (additional literature, leaflets or recent annual reports may be enclosed with the application)				
See last 3 years accounts at end (appendix 1) and feedback received from visitors (appendix 2)				

Declaration
<p>I declare that I have read and accept the conditions of the grant and that I have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Cuckfield Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.</p>