



Small Grant Application Form

Please read the Claygate Parish Council Grants Policy and Guidance for Applicants before completing this form.

Grant applications will be considered at the next appropriate Finance & General Purposes Committee or full Parish Council meeting (apart from the Annual Council Meeting that is held in May). The dates of meetings are available on the Claygate Parish Council website – www.claygateparishcouncil.gov.uk and on the noticeboards at the Village Hall, Church Road and by the shops on Hare Lane.

Please return completed application forms and all supporting information to the Parish Clerk clerk@claygateparishcouncil.gov.uk at least two weeks prior to the meeting.

1. Name of Organisation	CLAYGATE VILLAGE ASSOCIATION
2. Name and position of main contact	LORRAINE HUFF, TREASURER
3. Contact details - phone no and email. (Please indicate if these should not be made publicly available)	07799 054084 dlsshuff@aol.com
4. Type of organisation If a charity, please provide registration number	CHARITY REG. NO. 284181
5. Name and Location of Project / Activity	LIGHTS SWITCH ON EVENT THE PARADE, CLAYGATE 28/11/2026
6. Description of what the grant will be used for	STAGE FOR CHRISTMAS LIGHTS SWITCH ON
7. How will this benefit the community?	ANNUAL EVENT THAT BRINGS COMMUNITY TOGETHER, SUPPORTS LOCAL TRADERS & INVOLVES PRIMARILY SCHOOLS & SCOUTS & YOUTH CLUB

8. Total cost of project	£5,000.00
9. Amount requested from the Parish Council	£1,500.00
10. Please provide a brief breakdown of costs including details of match funding	STAGE £3500 (£2000 APPLIES FOR SURREY COUNTY COUNCILLOR FUND) TREES, BARRIERS, FIRST AID INS ETC £1500 X
11. Have you applied for or received funding from other sources? If yes, please give details.	£2000 APPLIED FOR FROM SURREY CC
12. Have you applied for or received a grant from the Parish Council in the past 12 months? If yes, please give details.	YES £5K GRANT FOR LANDSCAPING VILLAGE GREEN

Supporting Information – document checklist	
Quotes / estimates for the project	STAGE BUS MAIN COST REQUIRING FUNDING ✓
Latest accounts (or financial plan for newly established organisations) to 30/9/25	✓

Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

ADDITIONAL COSTS CIRCA £1500 EXPECTED FROM GIFTS & DONATIONS

To the best of my knowledge the information I have provided on this application form is correct.

If Claygate Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described in this application form.

I agree to inform Claygate Parish Council of any material changes to the proposals set out above. When requested, I agree to provide Claygate Parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Parish Council's right to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Claygate Parish Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Claygate Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see the website.

Signed: *E. Nuff*

Organisation: *CLAYGATE VILLAGE ASSOCIATION*

Date: *1/7/26*

For Office Use Only:

Date received:

Amount awarded:

Date of decision:

Legal power used:

Date of payment:

All invoices received:

Grant report requested:

Grant report received:

June 2026



Quotation

Claygate Christmas 2026 (Box)

24/03/2026

Claygate Village Association
Claygate
Esher

07595908160
vrelleen@gmail.com

Quote Number	ORD003761
Valid Until	31/03/2026
Delivery Address	Claygate Village Albandu Crescent Claygate KT100PE
Owner	The Stage Bus - Ella Gardiner info@thestagebus.com

Period equipment is on site	28/11/2026 09:00 to 28/11/2026 17:00														
	<table> <tr> <td>Discount Total</td><td>£1,128.90</td></tr> <tr> <td>Rental Charge Total</td><td>£2,421.10</td></tr> <tr> <td>Service Charge Total</td><td>£498.75</td></tr> <tr> <td>Sale Charge Total</td><td>£0.00</td></tr> <tr> <td>Subtotal</td><td>£2,919.85</td></tr> <tr> <td>Tax Total</td><td>£583.97</td></tr> <tr> <td>Grand Total</td><td>£3,503.82</td></tr> </table>	Discount Total	£1,128.90	Rental Charge Total	£2,421.10	Service Charge Total	£498.75	Sale Charge Total	£0.00	Subtotal	£2,919.85	Tax Total	£583.97	Grand Total	£3,503.82
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Grand Total	£3,503.82														

Claygate Christmas 2026 (Box)

Dear Client,

Thank you for your recent enquiry. We have the pleasure of submitting the below prices for your consideration.

Item	Type	Qty	Price	Discount	Discounted Price	Surcharge	Total
Stages							£2,421.10
 The Stage Box	Rental	1	3550.00	32%	2421.10	0.00	2421.10
Mounted (accessory)	Rental	1	0.00			0.00	0.00
 Hot Food Provided By Client (accessory)	Rental	1	0.00			0.00	0.00
Stages Subtotal							£2,421.10
Transport							£498.75
 Stage Box Transport	Service	1	3.75				498.75
Transport Subtotal							£498.75

CLAYGATE VILLAGE ASSOCIATION

INCOME AND EXPENDITURE FOR THE YEAR ENDED 30/09/2025

INCOME	2025 £	2024 £	EXPENDITURE	2025 £	2024 £
Claygate in Bloom			Claygate in Bloom		
Donations	100		Plants	548	488
Elmbridge BC grant for tubs	235		New tubs	235	
Plant Sale	493	394	Printing/refreshments	67	
Open gardens	1,042	250			
	<u>1,870</u>	<u>644</u>		<u>850</u>	<u>488</u>
Christmas lights 2024			Christmas lights 2024		
Surrey County Council grant	2,000	1,000	Stage	2,514	2,275
Claygate Parish Council Grant	500	500	Other event costs	1,344	1,412
Holy Trinity Church	400	400	Tree on The Green*		
Claygate Traders	570	810			
Income on the night	596	550			
	<u>4,066</u>	<u>3,260</u>		<u>3,858</u>	<u>3,687</u>
General			General		
Bank Interest less chgs	467	107	Hall hire/AGM	273	299
Merchandise sales	425	425	Insurance	373	334
CPC grant get involved day	187		CVA Website/mailings	33	259
			Merchandise purchase	804	
			Get involved Day/Flower Show	257	
			Sundry		99
	<u>1,079</u>	<u>532</u>		<u>1,740</u>	<u>991</u>
Totals for CTWF		<u>125</u>			<u>4,659</u>
Total income	<u>7,015</u>	<u>4,561</u>	Total Expenditure	<u>6,448</u>	<u>9,825</u>
Surplus/(deficit) inc CTWF	567	(5,264)			

* Claygate Parish Council paid directly for the Tree on the Green Christmas 2023 (£474) & Christmas 2024

AS AT 30/09/2025

	2025	2024		2025	2024
Total funds			Net Assets		
Brought forward	14,504	19,768	Deposit account	3,332	4,384
Plus Surplus/(Less deficit)	567	(5,264)	Current accounts	2,805	728
	<u>15,071</u>	<u>14,504</u>	petty cash	174	135
Represented by:			Shawbrook 60 day notice	4,423	10,000
Reserve fund	2,407	2,407	Shawbrook expiry Feb 26	6,000	
Christmas lights fund	208	-	Prepayments (stage)	1,337	1,257
Claygate in Bloom fund	3,767	2,747	Deferred income (grants)	(3,000)	(2,000)
Claygate The Way Forward		-			
General fund	8,689	9,350			
	<u>15,071</u>	<u>14,504</u>		<u>15,071</u>	<u>14,504</u>


L M Huff, Treasurer

I have examined the books of the Association and I am satisfied that the annexed accounts of the Association's finances for the year ended 30 September 2025 are in accordance with them.


R Hidden, Accountant
Independent Examiner