

WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Parent SENSE Witney	
Registered Address*			
Witney			
Post Code	OX28 1BL	Tel No.	
Contact Name	Sandra Cleary		
Position in Organisation	Founder (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	NO	Registration No.	
What are the activities and/or aims of the organisation: Parent SENSE Witney aims to: • Provide a safe, welcoming, parent-led space for parents and carers of children with SEN. • Offer peer support, shared lived experience, emotional support and signposting. • Organise informal meet-ups, discussions and opportunities to connect. • Arrange guest speakers and information sessions on SEN-related topics. • Promote inclusion, empowerment and community connection. • Operate on a not-for-profit basis and reduce isolation among SEN parents and carers.			
(2) Membership			
How many members do you have?		239 members in our private Facebook group. Our public Facebook page has 387 followers and our Instagram account has 54 followers. The first in-person meeting had 12 registrations and 5 people attended.	
Approximately how many of your members live in Witney?		Approximately 65% of group members are estimated to live in Witney, representing around 155 local group members.	
Is membership restricted in any way?		Open to adult parents and carers of children with SEND. No membership fee or referral requirement.	
What is your annual subscription, if any?		None	

Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	The Fleece, Witney. Capacity up to 22 seated; refillable tea/coffee £3.50 per person based on actual attendance, capped at £35 per meeting. The function room is unavailable for two fortnightly meetings in December, so an alternative local venue will be used for those sessions.

(3) Grants

The grant will contribute towards the first year of free, parent-led peer-support meetings and information sessions for parents and carers of children with SEND. Costs include refreshments at The Fleece, biscuits/snacks including a vegan option, alternative venue hire when the regular room is unavailable or too small, public liability insurance and specialist guest-speaker fees. At The Fleece, refreshments are charged at £3.50 per person based on actual attendance and capped at £35 per meeting. The regular room is unavailable for two fortnightly meetings in December, so alternative venue hire will be required for those sessions. Parent SENSE has raised £848.30 net through its own fundraising, reducing the amount requested from the Town Council. The grant will help cover the remaining projected first-year costs while keeping meetings free for local parents and carers.

Amount of grant applied for	£866
Has your organisation previously applied to the Town Council for a grant?	NO
If YES please give details	N/A
Have you applied for a grant to any other body or organisation?	NO
If YES please give details	N/A

(4) Financial

Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.

(5) Fundraising

Two fundraising raffles have been completed. The first raised £196.35 net. The second closed on 19 September 2026 and generated £767 gross from 84 entrants and 767 tickets sold. After the 15% Raffle fee, the second raffle generated £651.95 net. Total net fundraising from the two raffles is therefore £848.30. The Hair Forum in Madley Park has also provided refreshments sponsorship for some meetings. Based on the current first-year financial projection, the £848.30 raised ourselves reduces the funding requirement to £866.

(6) General

Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature. Additional supporting information attached includes a cover letter/supporting statement, business plan and financial projection, constitution, evidence of venue and insurance costs, specialist-speaker quotation, Eventbrite evidence, fundraising evidence and local partnership correspondence. The financial projection reflects the confirmed £35 maximum refreshment charge at The Fleece, a separate allowance for biscuits/snacks including a vegan option, and the need for an alternative venue for two December meetings. Parent SENSE is currently founder-led with two volunteer helpers and operates on a not-for-profit basis, with the intention of developing a formal unincorporated-association structure as the organisation becomes more established.

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.

Signed: Sandra Cleary

Date: 20/09/26

Please return your completed application form to the address overleaf, for the attention of the TOWN CLERK

For office use only:			
Acknowledged		Previously Applied	
Grant Aid Awarded/Amount	Y / N	Chq No.	