



**APPLICATION FORM FOR A GRANT/DONATION
FROM HAYDON WICK PARISH COUNCIL**

APPLICATION DEADLINES: 31 MAY; 30 SEPTEMBER & 31 JANUARY ANNUALLY

Name of Organisation	LITTLE PIPPINS PRESCHOOL
Charity Registration Number (if known)	1044128
Contact Name and address	[REDACTED]
Telephone No	
Email address	
Position held in Organisation	DEPUTY MANAGER / ADMIN.

Amount requested	£2000.00
How much will the whole project cost?	Estimate £2170.
Are you applying to other grant making bodies	Yes/No
If Yes who have you applied to	/
Reason for application (please continue on another sheet if necessary)	SEE ATTACHED SHEET

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Bank details (should an award be made) or A cheque can be raised if preferred	
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Declaration:

I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct.

Y	
Y	
Date	5/8/2025

Checklist:

- ☐ Read the Guidelines
- ☐ Ensure all questions are answered
- ☐ Have you enclosed the most recent certified accounts if you are applying for a sum in excess of £500. Applications over £500 should also submit a project and business plan
- ☐ Make a copy of this form for your reference
- ☐ Enclose a copy of your Constitution if you are a registered charity

For office use only:

Grant agreed?	Yes/No	
If yes, at which meeting	Date	Minute No
Sum agreed	£	
Date payment made or cheque sent		
Cheque Number		

**Grant Application – Staff Outdoor Break Area for Little Pippins Preschool
To: Haydon Wick Parish Council**

Our reason for applying for a grant from the Parish Council is to support the creation of a dedicated outdoor space for staff at Little Pippins Preschool. Our proposal is to install a small outdoor shed or sun house where staff can take their breaks and lunches away from the busy preschool environment—providing a quiet, comfortable area to relax and recharge for our 24 staff members.

We have already taken the first step by raising funds at our summer fete, which will cover the cost of gardening work needed to prepare the site. This includes cutting back trees and removing sections of hedge to create a suitable space for the shed's installation.

Little Pippins Preschool supports a large cohort of children, including a significant number with Special Educational Needs (SEN). We care for children aged 6 months up to school age across four rooms and also provide afterschool care. As our indoor space is fully used throughout the day, it has become increasingly difficult for staff to find a peaceful space to take their well-deserved breaks.

To address this, we propose to:

- **Purchase and install** a small outdoor shed/sun house on a purpose-built base
- **Furnish** the space with chairs, a small table, and soft furnishings to create a welcoming and comfortable environment for staff use

Our dedicated team works tirelessly to provide a safe, supportive, and nurturing environment for the children in our care. We believe that creating a dedicated staff break space will significantly enhance staff wellbeing, morale, and retention—ensuring we continue to deliver the high standard of care that our families depend on.

We are very grateful for the opportunity to apply for this grant and would be happy to provide further information or meet to discuss the project in more detail.

Thank you for considering our application.

Why We Need the Grant

Although our organisation currently maintains healthy cash flow, we are facing a series of significant one-off costs that threaten our financial stability in the short term. We are about to finalise a lease agreement with the council, which includes a £15,000 payment in back rent. This amount, combined with our ongoing monthly wage commitments of nearly £40,000, will place considerable pressure on our available funds.

In addition, we have recently invested £9,000 in a much-needed replacement of our hot water tank to ensure the continued safe and efficient operation of our facilities. These essential but unavoidable expenses mean our cash reserves will be severely depleted at a critical time.

Estimated Budget for Staff Outdoor Break Area

Little Pippins Preschool

Item	Estimated Cost (£)
Outdoor Shed / Sun House (6x8ft or similar) & Assembly	£1,290
Shed Base Installation (concrete or slabs)	£500
Outdoor Sofa	£160
Small Table	£20
Soft Furnishings & Decorations (cushions, rug, wall art, etc.)	£50
Outdoor Solar Lighting / Heater (optional)	£150
Total Estimated Cost	£2170

Charity Commission Annual Return 2024

LITTLE PIPPINS PRE-SCHOOL GREENMEADOW

Charity registration number: 1044128

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2024.

Financial period

Financial period start date

01/09/2023

Financial period end date

31/08/2024

Income and spending

Income £

£508,883

Spending £

£494,873

Number of contracts from government

How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?

0

Number of grants from government

How many grants did your charity receive from central government or a local authority during the financial period for this return?

1

Value of grants from government

What was the total value of the grants received from central government or a local authority during the financial period for this return?

£299,555

Corporate donations

What was the value of your charity's single highest value donation received from a corporate donor during the financial period of this return?

£3,811

Donations from individuals

What was the value of your charity's single highest value donation received from an individual during the financial period of this return?

£205

Donations from related parties

What was the value of your charity's single highest value donation received from a related party during the financial period of this return?

£0

Recipients of grants

Please round all figures to the nearest pound (do not enter decimal points or commas). Individuals

£0

Other charities

£120

Other organisations that are not charities

£0

Grant recipients related parties

Are any of the grant recipients related parties to the charity?

No

Trustee payments

Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?

☒ b. Paid for a role within any of the charity's trading subsidiaries or connected organisations

Did any of the trustees resign and take up employment with your charity in the financial period of this return?

No

Income from outside the UK

Did your charity receive income from outside of the United Kingdom in the financial period of this return?

No

Delivering activities outside the United Kingdom

Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?

No

Spending outside of the United Kingdom

Did your charity spend funds outside of the United Kingdom in the financial period of this return?

No

Trading subsidiaries

Does the charity have any trading subsidiaries?

No

Charity contact details correct

Is the contact address displayed from the Register of Charities, correct?

Yes

Charity headquarters details correct

Is this the same address that you use as your charity's administrative headquarters?

Yes

Charity contact address

Little Pippins Preschool

Pen Close

Greenmeadow

Swindon

Wiltshire

SN25 3LW

Charity Headquarters address

Little Pippins Preschool

Pen Close

Greenmeadow

Swindon

Wiltshire

SN25 3LW

Property

Were any of your charity's properties held by holding or custodian trustees on behalf of your charity (excluding the Official Custodian) during the financial period for this return?

No

Membership type

Is your charity part of a wider group structure with a parent body and subsidiary bodies?

no, the charity is not part of a wider group structure

Employment contract types

People were permanently employed by your charity

26

People were on fixed-terms contracts with your charity

0

Self-employed people were working for your charity

0

Total overseas employees

How many of the people above work on behalf of your charity outside of the United Kingdom?

0

Total employee payroll

What was the total amount spent on employee payroll during the financial period relating to this return?

£428,476

Employees' salaries

Did any of your charity's employees receive total employment benefits of £60,000 or more in the financial period of this annual return?

No

Governance policies

Internal charity financial controls policy and procedures

Yes

Safeguarding policy and procedures

Yes

Financial reserves policy and procedures

Not applicable

Complaints policy and procedures

Yes

Serious incident reporting policy and procedures

Yes

Internal risk management policy and procedures

No

Trustee expenses policy and procedures

Yes

Trustee conflicts of interest policy and procedures

Yes

Investing charity funds policy and procedures

Not applicable

Campaigns and political activity policy and procedures

Not applicable

Bullying and harassment policy and procedures

Yes

Social media policy and procedures

Yes

Engaging external speakers at charity events policy and procedures

Not applicable

Serious Incidents

Has your charity reported all Serious Incidents (including any historical incidents) that the charity became aware of during the financial period of this return?

There were no incidents to report

External risk and impact

Donations,

Negative

Other income - grants

Positive

Other income - contracts

Unknown/No Change/Not Applicable

Other income - investment

Unknown/No Change/Not Applicable

Expenditure on charitable activities

Negative

Expenditure on overheads

Negative

Number of volunteers

Negative

Number of employees

Negative

Number of trustees

Unknown/No Change/Not Applicable

Fundraising activities

Negative

Capacity to deliver services

Positive

Total service demand

Negative

Volunteers

Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?

5

Account type

Does your charity prepare:

Charity only accounts

Assets

Total fixed assets

£0

Of the total fixed assets

what value is Fixed asset investments

£0

Total current assets

£38,891

Of the total current assets

what value is Current asset investments

£0

Of the total current assets

what value is Cash at bank and in hand

£38,891

Liabilities

Creditors due within 1 year

£14,837

Creditors falling due after one year and provisions

£0

Defined benefit pension scheme asset/(liability) This figure should be prefixed with a minus symbol if it is a negative value

£0

Total net assets/(liabilities)

£24,054

Funds

Endowment funds

£0

Restricted funds

£0

Unrestricted funds

£24,054

Total funds

£24,054

Additional information

Support costs

£0

Depreciation charge for the year

£0

Level of reserves

£24,054

Average number of employees

25

Income and endowments

Donations & legacies

£299,555

Of the total donations & legacies what amount is Legacies

£0

**Of the total donations & legacies
what amount is Endowments received**

£0

Investment income

£3

Other income

£209,325

Other trading activities

£0

Income from charitable activities

£0

Total income and endowments

£508,883

Expenditure

Expenditure on raising funds

£0

**Of the total expenditure on raising
funds**

**what value is Investment management
costs**

£0

Other expenditure

£6,909

Expenditure on charitable activities

£487,964

**Of the total expenditure on charitable
activities**

what value is Grants to institutions

£0

**Of the total expenditure on charitable
activities**

what value is Governance costs

£0

Total expenditure

£494,873

Gains/(losses)

Gains/(losses) on revaluation of fixed assetsThis figure should be prefixed with the minus symbol if it is a negative value.

£0

Net gains/(losses) on investmentsThis figure should be prefixed with the minus symbol if it is a negative value.

£3

Actuarial gains/(losses) on defined benefit pension schemesThis figure should be prefixed with the minus symbol if it is a negative value.

£0

Other gains/(losses)This figure should be prefixed with the minus symbol if it is a negative value.

£0

Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

Your role at the charity (select one):

☒ **Employee**

Given names	Rachel
Family name	Cleary
Telephone number	01793495680
Email	office@littlepippinspreschool.com
Date submitted	26/06/2025

It is a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.

Pre-school Learning Alliance

Model Pre-school Constitution 2011



1.0 Name

- 1.1 The name of the pre-school is LITTLE PIPPINS PRESCHOOL and is referred to in this Constitution as "the Pre-school". The Pre-school is a body in membership of the Pre-school Learning Alliance.

2.0 Aims

- 2.1 The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:
- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
 - (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
 - (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

3.0 Powers

- 3.1 To further its aims the Pre-school has the following powers:
- (a) to provide accommodation and equipment;
 - (b) to raise money to pay for the Pre-school's activities;
 - (c) to make such payments as shall be necessary;
 - (d) to fix and collect the fees payable in respect of children attending groups run by the Pre-school;
 - (e) subject to adherence with all applicable legislation, to control the admission of children to the groups run by the pre-school and if appropriate, require parents or guardians to withdraw them;
 - (f) as a member of the Pre-school Learning Alliance to send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Pre-school Learning Alliance;
 - (g) to borrow money and to charge the whole or any part of the property of the Pre-school as security for any money borrowed subject to complying with the provisions of sections 38 and 39 of the Charities Act 1993 if it is proposed to mortgage land;
 - (h) to hire or acquire assets of any kind;

- 11.2 If the Extraordinary General Meeting referred to in paragraph 11.1 decides by a two thirds majority of the Members present and voting that the Pre-school should be wound up the Committee in consultation with the Pre-school Learning Alliance shall transfer all of the assets of the Pre-school (subject to the satisfaction of all debts and liabilities of the Pre-school) in accordance with paragraph 11.4.
- 11.3 If at the Extraordinary General Meeting a quorum is not present within 1 hour of the time appointed for the meeting then the meeting will be adjourned to the same day of the next following week at the same time and place. If at the adjourned meeting a quorum is again not present within 1 hour of the time appointed for the meeting then the Members present shall constitute a quorum
- 11.4 If the Pre-school is wound up or dissolved and after all of its debts and liabilities have been satisfied there remains any property or assets these shall not be paid or distributed amongst the Members of the Pre-school but shall be applied in one or more of the following ways:
- (a) transferred to the Pre-school Learning Alliance or, with the agreement of the Pre-school Learning Alliance, to another pre-school established as a charity whose governing instrument prohibits the distribution of income and property to an extent at least as great as is imposed on the Pre-school and whose objects are similar to those of the Pre-school; or
 - (b) in such other manner consistent with the charitable status of the Pre-school as the Pre-school Learning Alliance and the Charity Commission have approved in writing in advance.

12.0 Indemnity

- 12.1 Subject to the provisions of the Charities Acts, every member of the Committee shall be indemnified out of the assets of the Pre-school against any liability incurred by him/her in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Pre-school.

Pre-school Learning Alliance Membership Number

18807

This constitution was approved by the members of (pre-school name):

LITTLE PIPPINS PRESCHOOL

at a General meeting held on

THURSDAY 5TH OCTOBER

Signed (Chair)

Signed (Secretary)

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Fax: 020 7700 0319
Email: info@pre-school.org.uk