

NAPTON PARISH COUNCIL GRANT APPLICATIONS

Name of organisation: Napton-on-the-Hill & Shuckburgh Parish Magazine

Applicant’s name, address and email: Margaret Ingman, Greystones, Butt Hill, Napton-on-the-Hill CV47 8NE.
Email: margaret.parishmag@gmail.com

Position in organisation: Editor and Magazine team co-ordinator

Name of Project: Napton-on-the-Hill & Shuckburgh Parish News

Please give details of your project and explain how it meets the Council’s criteria by benefitting the community

Production, currently takes place at the Editor’s home

Magazines produced for the year on a monthly basis, for 12 months. (Other local magazines only produce an edition for 10 months of the year).

Number of magazines produced, vary each month approx: 300 /350.

Additional copies to Village Stores, with Postal copies to outside the parish.

The hard copies are printed on 100% recyclable paper.

Financial tasks:

Advertisers contacted re: renewals for the ensuing year **(Partial Funding)**

Letters written for onward mailing to Postal Subscribers with the magazine, also sent to magazine distributors, re subscriptions.**(Partial Funding)**

Quote / Invoice /Print out- sourced documentation (Orders of Service, Event Leaflets, Church Guides etc) Commercial advertising, Newsletters **(Partial Funding)**.

Financial records Monthly contact with Treasurer & Auditor. Payments made to a business account at Lloyds bank.

Costs incurred Maintenance contract, for the photocopier/printer, copy printing, stationery, insurance, electricity, postage.

Total project cost: Annually between £5000 & £8000 (higher figure when a new printer or the stapling machines require replacement). **The printer may need upgrading in 2026, the staplers are currently in good order.**

GRANT APPLICATION: AMOUNT OF FUNDING REQUESTED: £350

Signed Margaret Ingman..... Dated January 13th 2025.

For Parish Council Use

Application Approved/Refused

Date of PC Meeting: Amount

Awarded:

Date Paid:

Signed (Clerk):