

# APPENDIX E

## THE APPLICATION FORM

|   |   |
|---|---|
| Name of Group Applying  | NEWTON ABBOT SEED LIBRARY   |
| Are you a registered charity?<br>If so, please give your number   | NO<br>N/A   |
| Please give estimated dates for<br><br>Project start?<br><br>Project end?   | As soon as the funding is given, the items will be purchased.<br><br>My hope is that seed collecting will continue each year  |
| How much will the project cost?<br><br>How much is your grant request?<br><br>How will you raise the rest?<br><br>Will the project receive match funding – please provide details<br><br>What other grants have been given or refused for the same project? | £ 1142.69<br><br>£ 902.69<br><br>I have already used my own money to get Newton Abbot Seed Library started<br><br>NO<br><br>I have used my own money to purchase a wooden display sign & donation box. I also used my own funds to purchase two Newton Abbot Seed Library polo shirts & having the logo made from Fiverr, plus one post box.<br>*See attached sheets. |



Tell us about your group, what does it do?

We aim to encourage & support seed saving within our local community - This may help with our biodiversity emergency. We have already taken part in a 'tree & seed' giveaway at the Courtenay Centre & also worked with the allotment association to deliver a seed saving talk. Later this year there will be a seed processing morning & a seed packing morning. Saving seeds reduces seed airmiles, helps adapt seeds to our local climate & soils, this in turn gives better germination rates & viability.

Does your project/organisation have a social media/website presence?

(Please provide details).

Newton Abbot Seed Library has a facebook & Instagram page.

How will you publicise the Newton Abbot Town Council grant?

(Please note it is mandatory as part of the grant award conditions, to supply all press releases concerning the grant to Newton Abbot Town Council for us to share on our social media platforms).

Newton Abbot Seed Library would publicise the Newton Abbot Town Councils grant on both social media pages. It may be publicised numerous times, as it is buying equipment that will be used throughout the year.

How will the funds be spent? How will it benefit the people of Newton Abbot?

The funds will be spent on equipment to firstly help with seed processing. Newton Abbot shed will make a seed cleaning machine & sieves. We will then purchase items that will be used with the seed cleaning machine (see pages attached of seed cleaning machine). Post boxes will also be purchased to be put up on allotment sites to make it easy for people to donate seeds. There is already a donations box at the Courtenay Centre. Every Autumn we hope to have a seed processing & packing morning, so people can come together & learn how to do this correctly.

By sharing & exchanging seeds at an annual seed swap, this should help with our biodiversity emergency. By having more biodiversity this should help to improve soil health which is closely linked to gut health. Also for those growing edibles it goes a small way to improving our seed sovereignty & food security.

(You can continue on an extra sheet if you wish to) - please see all attached extra sheets.



**Sustainability Plan**

Tell us how the project will continue once the grant has been spent.

Funds will be raised annually by cash donation pots at our big seed swap in february & seed saving talks throughout the year.

**Safeguarding**

Where appropriate please provide us with a copy of the project/organisation's safeguarding policy with reference to children and vulnerable adults.

NOT APPLICABLE

|                                     |  |
|-------------------------------------|--|
| Contact name                        | LINDA ROBSON-SURRELL - NEWTON ABBOT SEED LIBRARY |
| Contact address                     |  |
| Contact telephone and email address | NASeedlibrary@newtonabbotcic.org.uk.             |

**Bank Account Details**

Account Name PLEASE COULD THE COUNCIL  
Sort code ARRANGE TO HOLD ANY  
Account Number GRANT AWARDED &  
Bank Address REIMBURSE AGAINST RECEIPTS  
THANK YOU.

If you do not have a Bank Account for your group, the Council will arrange to hold any grant awarded for you for up to 12 months and will reimburse against receipts.



|   |  |
|---|--|
| <p>Does your group meet all legal requirements for this project (e.g., Public Liability, insurance, protection of children and vulnerable adults etc.)</p>  | <p>Answer <u>YES</u> or NO</p> <p>Newton Abbot Seed Library is covered under the public liability of Newton Abbot CIC for £10m. It is YOUR responsibility to check</p> |
|   | <p>Signed</p><br><br><br><br><p>Print Name</p> <p>Date 14<sup>th</sup> May 2024</p>  |
| <p><b>Declaration.</b></p> <p>I confirm that to the best of my knowledge and belief, the information in this application form is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to this information being retained in accordance with the provisions of the Data Protection Act and for that information to be printed in official council publications and forwarded to other agencies as necessary to facilitate this application for grant aid but for no other purpose.</p><br><br><br><p>Signed _____ Date 14<sup>th</sup> May 2024</p> |  |

Please include your constitution and most recent set of accounts if you have these, but it is not essential to receive a grant.

If you need any help in completing this form, please telephone the Deputy Town Clerk on 01626 201120





## Newton Abbot Seed Library Costings.

|          |   |
|----------|---|
| £ 100.00 | Seed Cleaning machine & sieves (quote N/A shed)   |
| £ 8.99   | Wide mouthed funnel (used to feed seeds into cleaning machine)  |
| £ 159.99 | Henry HV160 Bagged cylinder Vacuum 620w 6 litre   |
| £ 11.00  | Henry Hoover bags (pack 10) - Both to be used with seed cleaning machine  |
| £ 9.98   | Rechargeable small kitchen scales (weigh seeds)   |
| £ 24.95  | Stainless steel measuring spoons (five @ £4.89) <sup>measure seeds</sup> into envelopes   |
| £ 21.98  | 2x Pack of 6 stainless steel dishes (2x £10.99 = 12 bowls <sup>for seed packing</sup> )   |
| £ 17.98  | 2x Stainless steel flat base large bowl (2x £8.99 each, <sup>sieved seeds</sup> )   |
| £ 39.96  | 108mm x 108mm - Plain envelopes - 2 boxes 1000 @ £19.98 each  |
| £ 246.00 | Labels from Wotton printers (1500 labels for envelopes.)  |
| £ 139.95 | Wall mounted post boxes for allotment sites each. <sup>5 @ £27.99</sup><br>(Permission granted via meeting - contact Steve Carlisk) |
| £ 60.00  | Signs to go onto post box stating seed donations box<br>(6 @ £10) (N.B 1 post box already bought)                                   |
| £ 61.91  | A5 Leaflets - 500   |
| £ 902.69 | Total - Grant required <span style="color: red;">Q-quotes attached.</span>  |

- Annual costs once set up: -  
Envelopes & labels
- Every Second year  
Envelopes & labels, Hoover bags & A5 leaflets.



Hi Linda

NEWTON ABBOT COMMUNITY SHED.  
QUOTE

I hope your drive was uneventful, and that you have a smooth flight tomorrow.

Here's my estimate of the costs of making the items we discussed:

**Seed sieves x4: Materials £60**

These would be approximately 300mm square or A4 (210 x 300mm), depending on the availability of mesh panels. These are proving quite tricky to source and, depending on the mesh size, are likely to be a mix of stainless and galvanised steel, with the possibility of one or more in untreated mild steel (which of course can rust). The only supplier I can find for the 2.5mm mesh is out of stock, and I'm waiting to hear if and when they'll be getting any more.

Based on the prices I've found, the four trays, each with a catch tray containing the fabric bag and shutter, will cost approximately £60 (so £15 each) in materials. I haven't included a cost for the wood, because I think we can use pallet timber which would be free – and that would be somehow fitting for this kind of item.

**Seed cleaner: Materials £40**

The main cost in this is the plastic front panel. We may be able to source a big enough piece of scrap (which will be in decent condition), but for the purpose of this costing I have assumed we will need to buy it. The wooden structure we can, again, make from reclaimed pallet timber, with the back panel made from plywood that our good friend at Brunel Supplies will give us FoC.

**Donation to NACS** - I can take care of this personally

This is a donation, not a fee, so all I can do is make a suggestion based on the amount of work involved. £ feels about right to me, but I'll leave it to you.



Let me know if there's anything else you need, and have a fantastic holiday!

All the best,

Peter

Peter Stevens

*Chair – Newton Abbot Community Shed (an Unincorporated Association with Charitable Objects)*

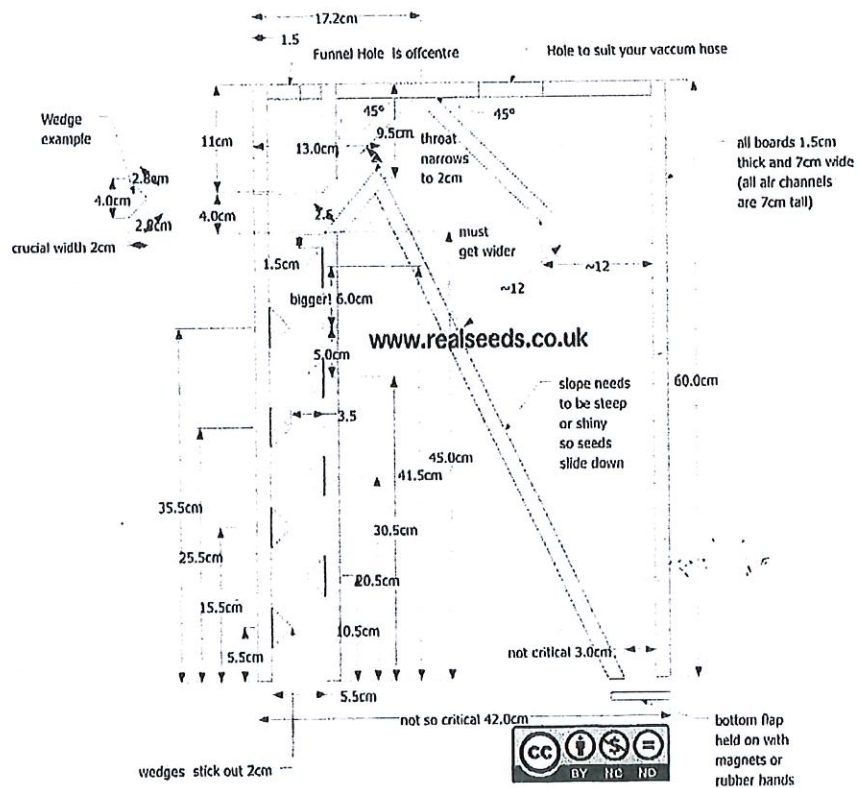


Seed Cleaning Machine Design by The Real Seed Collection Ltd is licensed for public use under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License.

Important - read the link above before you make one. Basically you can make one for your own use, but you have to tell people where you got the plans (including a link to us), and can't sell copies of the machine for a profit. You are free to adapt the plans and improve it - but the same rules then apply to the new design.

Thanks! Ben.

Plans for SEED CLEANING MACHINE



NOTE 1: The bottom right chaff emptying flap needs to be airtight or the cleaner will not work.

But it also needs to be easily removeable so you can dump out the chaff quickly - you will need to do this quite often often, for example when you suck good seed out by mistake and want to put it through again.

Ours is held on by 4 small supermagnets glued in holes in the 21/02/2024, 13:





From: Irobsonburrell (null)  
robsonburrell@aol.com  
Subject: Wotton printers  
Date: 17 Mar 2024 at 08:11:25  
To: Linda Irobsonburrell@aol.com

LABELS QUOTE FOR SEED

Sent from my iPhone

ENVELOPS

## ESTIMATE

Wotton Printers Ltd  
Unit 5 Riverside 2  
Quay Road  
Brunel Industrial Estate  
Newton Abbot  
TQ12 4DZ  
Tel: 01626 353698  
Fax: 01626 352647  
Email: info@wottonprinters.co.uk

Linda Robson-Burrell  
Newton Abbot Seed Bank

Newton Abbot  
Devon  
United Kingdom

Quote ref: 44837 : CW

Fax No:

Date: 12/03/2024

Dear Linda

Further to your recent enquiry, I have pleasure in submitting our estimate to meet your requirements as follows

**Title:** Self Adhesive Labels on Rolls  
**Size:** 80 x 50mm  
**Pre-press:** Disk or emailed file supplied  
**Proof:** PDF Proof  
**Printing:** Printed in Digital Colour, one side only  
**Materials:** Semi-Gloss Perm Paper Labels 68mics  
**Finishing:** Trim to size and pack on rolls narrow edge leading

| Quantity    | Price ( £ ) |
|-------------|-------------|
| 500         | £145.00     |
| 1,000       | £175.00     |
| 1,500       | £205.00     |
| 2,000       | £235.00     |
| 2,500       | £265.00     |
| Run-on: 500 | £30.00      |

+20% vact £246.00

**Delivery:** To one local address in 7-10 days from proof approval

**Notes:**

**Terms:** All prices exclude tax (where applicable), are valid for 14 days, and are subject to sight of artwork or disk. Material prices may be subject to change at time of order placement. All orders are placed subject to our terms & conditions, available on request.

**Payment on completion of first order by Bacs, cash or cheque only.**  
Hereafter, we would be happy to offer our standard 30 day account facilities

I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me





NEWTON ABBOT

Seed type:

Variety:  
~~Packed by:~~

Sowing notes:

PRINTED STICKY LABELS TO GO ON SEED  
PACKETS FROM WOOTTON PRINTERS



50

~~£28.99~~ **£26.09** £0.53 / unit

46% savings + sale

100

~~£34.99~~ **£31.49** £0.32 / unit

67% savings + sale

250

~~£56.89~~ **£51.20** £0.21 / unit

78% savings + sale

500

~~£68.79~~ **£61.91** £0.13 / unit

86% savings + sale

1000

~~£91.79~~ **£82.61** £0.09 / unit

90% savings + sale

— quote for A5 flyers/leaflets.  
from vistaprint on recycled  
paper.

Browse designs

Choose one of our templates

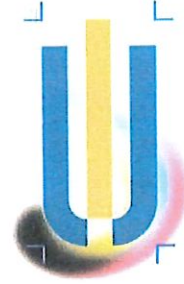




Wotton Printers  
Unit 5, Riverside 2  
Quay Road  
Newton Abbot  
Devon  
TQ12 4DZ

Tel: 01626 353698 / Direct: 01626 780020  
Email: [accounts@wottonprinters.co.uk](mailto:accounts@wottonprinters.co.uk)  
VAT Reg No: 140 9966 47

*Already paid for &  
received.  
my own funds  
were used.*



INVOICE

Newton Abbot Seed Bank

|              |            |
|--------------|------------|
| Invoice No   | 46740      |
| Invoice Date | 15/03/2024 |
| Order No     |            |
| Account Ref  | NASEED     |

| Description             | Unit Price | Net Amt | VAT % | VAT  |
|-------------------------|------------|---------|-------|------|
| Female Polo - White (M) | 12.50      | 12.50   | 20.00 | 2.50 |
| Male Polo - men (XL)    | 12.50      | 12.50   | 20.00 | 2.50 |

|                  |   |       |
|------------------|---|-------|
| Total Net Amount | £ | 25.00 |
| Carriage Net     | £ | 0.00  |
| Total Tax Amount | £ | 5.00  |
| Invoice Total    | £ | 30.00 |

Bacs: Wotton Printers  
A/c No: 42342063  
Sort Code: 09-01-29







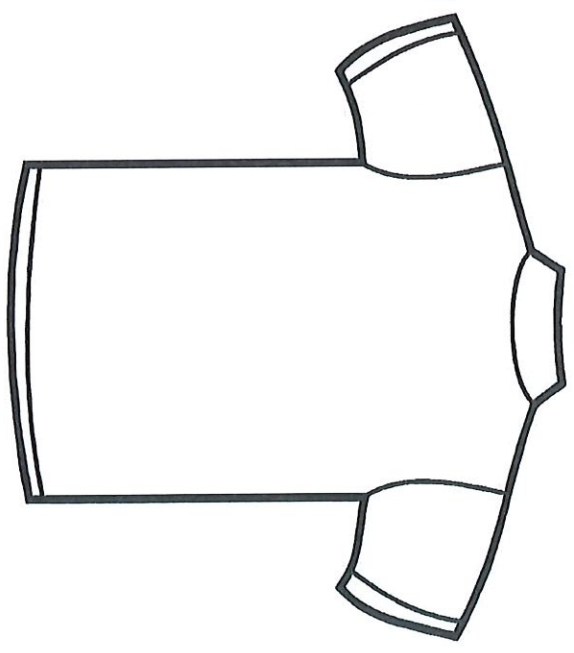
Already paid for \$  
received from my own  
funds from Weston  
Printers

# Seed Library

## Polo Shirt



**Front**



**Back**





Sorry this isn't the best photo.

Again these have already been paid for by my own funds.

from Retro Amps at Seale Hayne.

£175.00.

