



## COMMUNITY GRANTS FUND APPLICATION

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

<b>PROJECT</b> (In no more than 25 words)	Shropshire Army Cadet Force Adventure Training Exercise in Cyprus	<b>GRANT AMOUNT REQUESTED</b>	<b>£ 600</b>
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### Contact Details

**Q1 Name of organisation making application:**

Shropshire Army Cadet Force (ACF).....

Name of contact for this application

Title : Mr First Name: ....Antony.....Surname: ....Chwalinski.....

Position held in the organisation: ..Company Commander, C Company Shropshire ACF

Contact Address, including full postcode:

.....

..... Postcode: .....

Contact Telephone Number: (.....)

Email address: .....

## About your organisation

**Q2 What type of organisation are you? Tick (✓) relevant category:**

Registered Charity: ( ) Charity Registration Number .....

Voluntary Organisation: (✓)

Company Limited by Guarantee: ( ) Company Number .....

Other – Please specify: .....

**Q3 When was your organisation established?**

The Army Cadet Force was established in 1859

**Q4 Briefly describe your organisation.**

Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

The ACF is one of the UK's oldest and largest voluntary organisations for young people, boys and girls aged 12 – 18 years old. The aim is to inspire young people and challenge their limits, grow their abilities. We develop young people of all abilities and backgrounds physically and mentally, improving self-confidence, teamwork, friendship, leadership and community spirit through a wide range of fun and exciting activities as well as recognised vocational qualifications such as the Duke of Edinburgh Award Scheme and BTEC Diplomas. There are currently 98 cadets and 17 adult volunteers in C Company across 5 Detachments. The Detachments are in Harlescott, Copthorne, Pontesbury, Church Stretton and Ludlow. There are no subscription fee for young people to join the ACF, making it inclusive to all.

**Q5 If you are a subsidiary of a larger organisation, please state which one.**

The ACF is made up of 57 Counties. Shropshire is one of those.

**Q6 Does your organisation have an agreed Constitution or Memorandum of Association?**

Please state which and attach a copy: The ACF is a MOD sponsored youth organisation. All of our policies and procedures are put in place by the MOD.

**Q7 What is your primary source of funding?**

Shropshire ACF receive an annual grant from the MOD to cover some of the costs associated with the activities and to maintain the real estate. Cadets have to pay a

contribution towards the costs of transport and feeding when attending training events.

For the Exercise in Cyprus I have applied to various organisations for grants and funding. Cadets are also taking part in fundraising activities to raise the funds required to cover the costs of the trip.

**Details of the project or activity you are planning**

**Q8 Describe the projects/activity you plan to use this grant for.**

i. Try to be specific about what you will do and how you will do it.

I plan to take 24 cadets from across the Company to Cyprus to take part in Adventurous activities ranging from mountain biking on Troodos Mountain to Scuba diving in the Mediterranean. The exercise is targeting cadets that currently experiencing financial hardship and would not normally be able to afford to take part in this kind of event. For most it will be an experience of a lifetime. The activities will help develop personal skills from leadership, communication to resilience and self-confidence.

ii. Please state how you have identified this need and how the project will benefit the people of Shrewsbury, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.

This is a pilot and if successful maybe repeated once a year or every other year. Out of the 24 places there will be 12 cadets that live shrewsbury, 7 of which will come from Harlescott and Sundorne area. After living with the pandemic over the last 2 years I believe this exercise will also help the young people's mental health and wellbeing

iii. How many people from the Parish of Shrewsbury do you expect to benefit directly from your project or activity? 12

**Q9 What criteria will be used to measure the success of the project and how many people from the Parish of Shrewsbury do you expect to benefit from it?**

Taking 24 young people abroad to country that would not be affordable to the families and then to participate in activities such scuba diving in the Mediterranean will be the main measure of success. Providing an opportunity to develop personal skills that will help

individuals in the future to be successful in life, whilst taking part in an experience of a life time for most will also be a good measure.

### **Health & Safety**

**Q10 What, if any, special safety issues are related to your project/activity? Please provide the following information –**

- i. What kind of insurance does your organisation have?

We have MOD indemnity insurance for the activities being delivered and all individuals will have travel insurance. Including Covid-19 cover.

- ii. Do the leaders have the relevant qualifications and/or experience?

The instructors delivering the activities hold the required National Governing Body qualifications. The water based activities are delivered by qualified instructors that have been assured by the MOD and are approved activity providers.

- iii. What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities, CRB Checks etc.)? *You may be required to submit copies of your policies.*

The Cadet Force Regulations include policies and procedures covering safeguarding, health and safety, DBS etc.

### **Funding of your project**

#### **Q11 Previous Applications**

If you have applied for and received funding from Shrewsbury Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description	Award £

## Q12 Project Funding

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested £....500..... and provide a detailed breakdown as to how you have reached this figure

Project expenditure	Amount of project
Flights	£18,824.40
Advance party flights estimated	£3655.00
Suitcase allowance (6 x £70)	£420.00
Travel cancellation Insurance	£369.60
Travel Insurance	£375.38
Food contribution cadets	£432.00
Food contribution adults	£438.00
Recce Cost (9-16 Mar)	£910.15
Exped T-shirt	£640.00
Water	£102.40
Airport Coach	£1,000.00
Equipment	£1000.00
Activities	£4,978.09
Swimming pool hire for water safety test	£81.60
Total	£33,226.62

## Total Project Income

Please list how the project shall be funded

Project Income	
Adult contributions	£2200
Cadet contributions	£13200
Wynn Foundation	£2300
SACF Trust	£2000
Cadet Fundraising to date	£1425
RFCA Grant	£6000
Shrewsbury Council	£600
Ulysses Trust Grant	£5000
Church Stretton Town Council	£200
Pontesbury Parish Council	£200
Royal British Legion	£100
Total	£33225
Short fall	£1.62

### **What is the difference?**

This should be the same as the amount of Grant you are applying for

The grant is being applied for to reduced the individual cost of the trip by £50 for each of the 12 cadets. The total cost of the exercise is £33000 for 24 cadets and 9 adult volunteers.

### **Q13 Covering a Shortfall**

If the Town Council makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?

Cadets will aim plan another fundraising activity to help cover a shortfall.

### **Q14 Sustainability**

What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from the Town Council?

This is the first time an exercise in Cyprus has taken place in Shropshire ACF. The aim is to run the exercise once every 2 years, which will allow more time to complete fundraising activities. Reducing the need to reapply for this type of grant.

### **Your Accounts**

**Q15 Please provide the following details from your most recent annual accounts**

**Total Income £**

**Less Total Expenditure £**

**Surplus / Loss £**

**Savings (Reserves, Cash, Investments) £**

The bank accounts are used to bank money paid by the cadets to attend training events. Some cadets will make a voluntary contribution to help pay for trophies and presentations. On occasion the cadets will receive a donation from other organisations for helping with community events. Expenditure is mainly the cost of the training events and the odd printer cartridge or bites of stationary. Detachments also buy and sell sweets and drinks, any money made through this is used to buy more stock. The bank statements for the 2 Detachments are attached showing the current balance of the accounts.

***Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.***

**You need to include these documents with this application.**

**Account Details**

**Q16 Please provide your bank or building society account details**

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name: \_\_\_\_\_

Sort Code: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank/building society name: \_\_\_\_\_

Bank/building society address: \_\_\_\_\_

Who are the signatories and what position do they hold in your organisation?

1. 1 Name: \_\_\_\_\_ Position: \_\_\_\_\_
2. 2 Name: \_\_\_\_\_ Position: \_\_\_\_\_
3. 3 Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Any Other Information**

**Q17 Any other information which you consider to be relevant to your application.**

The grant will be used to financial support the 12 cadets from Shrewsbury that parade at either Copthorne or Harlescott Detachment. There 2 bank statements attached to this shows the current financial state for both Detachments.

**Declarations**

**Q18 Declaration**

Please give details of a senior member of your organisation.  
For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

*I confirm, on behalf of Shropshire Army Cadet Force (insert name of organisation):*

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the*

*basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.*

Post held in organisation: (

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Organisation address:

Shropshire

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: 06 July 2022

### **Q19 Signature of Person Completing the Application**

**This must be the signature of the person named in Q1 as the main contact and not be the same person who has signed in Q18**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed:

Date: 05/07/22

### **Checklist**

1. Have you answered every question?
2. Have all signatures been completed?
3. Have you included a copy of your constitution?
4. Have you included a copy of your most recent audited accounts?
5. Please state any supporting documents you are submitting:

**Please return your completed application form to:**

**Town Clerk Shrewsbury Town Council Riggs Hall  
The Library  
Castle Gates Shrewsbury  
SY1 2AS**

**Telephone: 01743 281010**

**Email: Helen.ball@shrewsburytowncouncil.gov.uk**