



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

PROJECT (In no more than 25 words)	Refurbishment of pedestrian street entrance for the English Bridge Workshop	GRANT AMOUNT REQUESTED	£2000
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Contact Details

Q1 Name of organisation making application:

.....MakeSpace Arts & Well-Being CIC Ltd

.....

Name of contact for this application

Title: Mr First Name: ... James Surname: Smith

Position held in the organisation: Director

Contact Address, including full postcode:

..... [Redacted]

[Redacted]

[Redacted]

..... Postcode: [Redacted]

Contact Telephone Number: [Redacted]

Email address: [Redacted]

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

- Registered Charity: () Charity Registration Number
- Voluntary Organisation: ()
- Company Limited by Guarantee: (x) Company Number 11816387
- Other – Please specify:

Q3 When was your organisation established?

..... Feb 2019

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.

MakeSpace, aka Raven Studios, provides affordable studio space for local artists (currently 14, resident and part-time), hosts online studio sessions, manages public exhibition space at the Market Hall (The Viewing Deck), organises networking events for local visual art organisations as well as listings for visual art in Shropshire (Artscape), hosts open studios, manages the public booking of community halls incl live music events, and has recently applied to Shropshire Council for the Community Asset Transfer of the building. Users include resident artists and members of groups who book the halls (approx. 300/mth).

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

.....

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

Please state which and attach a copy: Memorandum of Association (and Articles)

Q7 What is your primary source of funding?

..... Income from renting out studio space and hall space

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.

Replacement of door in the pedestrian street entrance and levelling of the ground to improve pedestrian access and provide accessible/wheelchair access. To include new locks and a doorbell. Work to be carried out by contractor following quote process.

.....

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.

The public facing side of the English Bridge Workshop is rather forbidding and it appears closed and unused. We would like to be more visible, be able to receive visitors away from the vehicle entrance gates and for our active presence to be more noticeable. As this is the most visible entrance from the street we believe it will make the building more approachable... We estimate the project will take approximately 2 months from commissioning.

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

Everyone who passes by or uses the building

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?

.....We will monitor our social media accounts for comments as well as seek feedback from all the users of our space.

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?

Public liability of £5 million.
.....

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

Project leader is James Smith, MakeSpace co-director and architect by profession. Jancis Vaughan is MakeSpace co-director, freelance artist and experienced arts administrator.

- 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.*

..... Equality, diversity and inclusion

..... Safeguarding

..... Safety and well-being

..... Studio rental

..... Sustainability

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 £
2024	Local Councillor grant, used for upgrading lighting	750

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 £ 2000 and provide a detailed breakdown as to how you have reached this figure

Project Expenditure Please list all items of expenditure for your project	Amount of Project
Preparation	£200
Construction	£1,000
Ironmongery	£150
Installation, delivery, waste removal	£500
Paint finish	£200
VAT	£360
Total	£2,770
Project Income Please list how the project shall be funded	
MakeSpace	£270 + contingency
English Bridge Workshop (charity) (tbc)	£500
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£2000

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?

..... We will approach the English Bridge Workshop Charity for more funds, or hold a fundraising event, or both.

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?

We are already sustainable in terms of revenue, as the studio and hall rentals cover our running costs, albeit with very little to spare. This grant application is for capital funding to carry out a refurbishment that will improve our offer but that we do not have sufficient reserves to pay for.

Your Accounts

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

Total Income	£11,703
Less Total Expenditure	£12,050
Surplus / Loss	£-347
Savings (Reserves, Cash, Investments)	£10,683

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: ... [REDACTED]

Sort Code: ... [REDACTED] Account Number: [REDACTED]

Bank/building society name: [REDACTED]

Bank/building society address..... [REDACTED]

.....

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

1 Name [REDACTED] Position Director

2 Name [REDACTED] Position Director.....

3 Name Position

Any Other Information

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

..... We are a Community Interest Company, which means we are non-profit, with aims that serve the community. Although we have some reserves, they constitute a cushion for emergencies, especially important in a building in such need of refurbishment. We intend to seek capital grant funding for all of the refurbishments necessary for the building we now occupy.

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 ... MakeSpace Arts & Well-Being CIC (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: Director

Title: ... [redacted] ... First Name: ... [redacted] Surname: [redacted]

Organisation address:

[redacted]

Postcode: ... [redacted]

Telephone: ... [redacted]

Signed: [redacted] Date: ... [redacted]

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: [redacted] Date: ...10/01/2024...

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
Livesey House
7 St John's Hill
Shrewsbury
SY1 1JD**

Telephone: 01743 281010
Email: Helen.ball@shrewsburytowncouncil.gov.uk