



## 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> <small>(In no more than 25 words)</small>	<b>The grant will fund improvements to The Hive’s kitchen/ café-bar area, and support delivery of music &amp; movement workshops for Under 5s</b>	<b>GRANT AMOUNT REQUESTED</b>	<b>£2,000</b>
---	---	-------------------------------	---------------

### Contact Details

**Q1 Name of organisation making application:**

.....

Name of contact for this application

Title: ...Ms..... First Name: ...Katie (Stephanie Kate) Surname: Jennings .....

Position held in the organisation: ...Chief Executive Officer .....

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 ... 1108488 ....  
Voluntary Organisation: ( )  
Company Limited by Guarantee: ( ✓ ) Company Number ... 05280336 .....  
Other – Please specify: .....

**Q3 When was your organisation established?**

The organisation (Belmont Arts Centre) became independent from Shropshire Council in 2005 and registered as a Charity and Company Limited by Guarantee. In 2008 we rebranded and changed the organisation name to The Hive.

.....

**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 Hive is a valued town centre venue used by an average of 300 people of all ages from the local community each week. We hire the venue spaces to a variety of local groups for activities such as: Shropshire Youth Theatre (2 x per week), Shrewsbury Town Centre youth group (2 x per week), life drawing, Shropshire Jazz Network, Shrewsbury Film Society, Taking Part disco/music nights for adults with learning disabilities, Shropshire Inclusive Dance and Shropshire Architects, as well as running an open access café and gallery space with exhibitions held throughout the year.

In addition, the Hive programmes our own activities including popular weekly under 5s music sessions Buzzy Beats, regularly sold-out Folk gigs, workshops for young people with mental health issues and workshop programmes for children and young people in a range of art-forms including pottery, music, art & craft, film, animation, and photography during school holidays.

The Hive delivers social impact projects for vulnerable groups through creativity, especially for children and young people. We run funded projects in partnership with local (Shrewsbury-based) organisations working with looked after children, young carers, LGBTQ+ young people,

Pupil Referral Units, refugees & asylum-seekers, as well as children and young people in healthcare settings (e.g., NHS mental health services and siblings of oncology patients through Hope House Hospice).

We currently reach over 2,500 children, young people, and young adults annually through music, media, and creative arts-based workshops.

We do not require a subscription fee and the venue is open Tuesday-Friday 9.30am-4.30pm, as well as for frequent events and room bookings during weekdays, evenings, and weekends.

The Hive has a Board of Trustees and, since 2018 we have had a Creative Advisory Board; a creative steering committee comprised of well-connected arts professionals. The Advisory Board advises, supports, and guides the organisation, influencing development of the Charity's creative vision and strategy. World-renowned and locally based comic illustrator Charlie Adlard became the Hive's first Patron in 2019.

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

N/A

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

Please state which and attach a copy:

**Memorandum and Articles attached**

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

Most of our income comes from delivering charitable activities which incorporated a total value of £206,599 for the year-end 2022 and included funds from; Arts Council England; Shropshire Council; National Lottery Community Fund; Children in Need; Youth Music Foundation, St. James's Place Foundation, and National Lottery Heritage Fund. Legacies and donations equated to £84,620 and trading totalled £46,949 (including cafe income; ticket income; gift aid, and room hire).

**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.

The Hive's kitchen and café is a much-utilised space to serve children, young people, and young adults on our wellbeing projects, youth clubs, and audiences of our events.

Unfortunately, The Hive's kitchen/ café-bar area is looking very tired and in need of improvement and re-decoration after many years of daily use. We would like to give this space a lift, with new worktops, counter-frontage, covered storage, and fresh paint on the walls. Being a small space, it's imperative that the storage works well for us and fulfils the different needs of the kitchen/ café-bar for our events, some of which can frequently bring 100-150 people through the building in a busy 2-4-hour period, sometimes multiple times in a day/night to enjoy gigs, workshops, events, cinema, gallery exhibitions, and parties. As well as the café-bar serving refreshments and snacks for groups coming through the building, the kitchen serves as a communal space for The Hive's staff team, freelance workforce, and hirers of our spaces to make hot drinks and lunches etc, so it is well-utilised and in need of significant updating.

We have received additional funding through National Lottery Awards for All towards the materials, labour, and a new glasswasher to complete the space.

We are also seeking funding to help keep our weekly early years music and movement workshops going. Using percussion instruments, their bodies, and voices they fill the morning with sound and song each Friday during term-time.

Despite some busy and even oversubscribed periods in the academic year, the sessions can also go through quieter times, where the artist fee and travel, and the staff time and resources used for the session, certainly don't reach break-even. As a community organisation, we feel we have a moral obligation to keep on offering these wonderful sessions to our local community, helping parents/guardians and carers of infants and toddlers to socialise, as well as giving these young children the chance to be involved in a fun session which enables them to socialise with other little ones, develop their dexterity and hand-eye coordination, learn rhythm and make lots of noise! Parents and carers who come tell us that the sessions are a lifeline for them, getting them out of the house, and giving them the time to sit and chat over a coffee after each workshop too. The connections built through Buzzy Beats have helped to form new friendships and support groups, tackling the isolation and overwhelm that new parenthood can bring about.

- .....
- 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 Hive is a charity with our local community at the heart of everything we do. Our venue is used throughout the year by groups using The Hive for their community events.

The kitchen/café-bar has not been updated in over 15 years and is looking dilapidated after many years of daily use. As a space so regularly used and much-loved by many local groups, it feels that the least we can do is try and raise the funds to improve it.

The improvement work can be completed relatively quickly, so we expect it to be completed within 3 months of receiving the funds, subject to the availability of carpenter/s and decorators. In addition, the purchase of new storage and fixtures/fittings can be made as soon as the funds are received.

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

2,500

**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?**

The Hive keeps monitoring of people using the building, attending projects, events, training, and conferences here. The kitchen/ café-bar are utilised for most of these events. We will measure the increased footfall/room hire and number of events.

Based on the amount of young people who take part in our projects each year- approximately 2,500 we expect that most of these will utilise the café-bar/kitchen during this time.

We keep monitoring figures for our Buzzy Beats sessions, and our workshop leader Mary Keith evaluates the sessions.

#### **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 insurance, contents insurance.**

.....

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

N/A

.....

- 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.*

**DBS checks, Safeguarding Policy, Fire Safety Policy, Fire Risk Assessment, individual event Risk Assessments, Volunteering Policy, Health & Safety Policy Statement, Dignity at Work (Bullying & Harassment) Policy.**

---

## 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 £
2022	Community garden and children's music projects	500
2021	Local Councillor's Fund – projects with children & young people	750
2020	Community Grant – sound studio works	500
2020	Theatre for children, projects with refugees and LGBT+ young people	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 **£2,000** 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
Buzzy Beats music and movement for Under 5s: 25 sessions x £40 toward music leader fee	£1000
Improvements to communal kitchen: Labour £25 x 32 hrs	£800
Materials: Wood, kitchen inner-units, shelving, countertop & frontage	£1200
<b>Total</b>	<b>£3000</b>
Project Income Please list how the project shall be funded	
<b>Awards for All funding (National Lottery)</b>	£1000
<b>What is the difference?</b> 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?

The Hive will need to cover the shortfall from our unrestricted funding. This will be challenging for our charity in the current climate due to the cost-of-living crisis causing funding pressures and rising bills. If needed we'd delay work to the kitchen area, however these basic changes are much needed at present.

.....

**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?

Currently The Hive is looking to apply to Arts Council England and National Lottery for larger strategic grants to help support our core costs, and also to enable The Hive to employ an in-house fundraising manager. Having a fundraising manager on payroll will help us to establish a robust sustainability plan.

We aim to get ourselves to a position where The Hive is much less reliant on grant-funding. We were in a much stronger position and heading for financial sustainability pre-pandemic, so we are working very hard to get back to this place again as a charity.

Despite the current cost-of-living and funding pressures, The Hive is making some inroads into financial security and sustainability by developing income generating plans for the venue through room hire for corporate and community events and activities, ensuring we work to a full cost recovery business model on most of our projects. This way we can see a way to building charity reserves again in the future and planning for future growth for the organisation.

.....

**Your Accounts**

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

Total Income	£338,140
Less Total Expenditure	£332,124
Surplus / Loss	£6,016
Savings (Reserves, Cash, Investments)	£206,678

*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 | Name | Position ... Chief Executive Officer     |
| 2 | Name | ..... Position ... Finance Administrator |
| 3 | Name | ..... Position ... Trustee .....         |

**Any Other Information**

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

.....

.....

.....

.....

.....

.....

**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 ...The Hive (HMM Arts Ltd) .....(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: ...Chair of Trustees .....

Title                      First Name:                      Surname

Organisation address:

Postcode:

Telephone

Signed:

Date:                      13/07/2023

#### **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: 13/07/2023

**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](mailto:Helen.ball@shrewsburytowncouncil.gov.uk)