

## 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><br>(In no more than 25 words) | <b>The Shrewsbury Ark</b> | <b>GRANT AMOUNT REQUESTED</b> | <b>£2000</b> |
|--|---------------------------|-------------------------------|--------------|

### Contact Details

**Q1 Name of organisation making application:**

The Shrewsbury Ark.....

Name of contact for this application

Title : Mrs      First Name: Emma      Surname: Croall

Position held in the organisation: Fundraiser

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 1163476  
Voluntary Organisation: ( )  
Company Limited by Guarantee: ( ) Company Number .....  
Other – Please specify: .....

**Q3 When was your organisation established?**

Originally established delivering work supporting homeless men in 1973.  
Registered as a charity 08/09/2015

**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.

We support homeless, sofa-surfing, those at risk of homelessness, and vulnerable living on the edges of our local community for whatever reason. The Shrewsbury Ark run a drop in day care centre where people are warmly welcomed, not judged, and have access to food, toilets, showers, laundry facilities. We help them to access housing support and / or liaise with other organisations. From our new premises which opened last year we now run an onsite GP service, counselling, substance support and partner with other local organisations to support our clients. We do not charge for our services.

Additionally we help those who are living in temporary or permanent accommodation to learn how to live independently. On average we see 50 people a day.

**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: .....Yes, a memorandum of association (attached).....

.....

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

Grants from grant making organisations and public donations.

**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.

We will use this grant to support paying for training and expenses for our volunteers during this year. To support our clients and our project delivery safely volunteers need to be trained according to the specific roles they undertake, for example kitchen assistant. In this particular instance it is necessary for them to complete training in kitchen hygiene which we pay for for them. Some volunteers support clients by taking them to medical appointments often using public transport, or helping them to learn how to live independently in a home rather than on the streets. All of these come with financial overheads associated to them.

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.

We provide a duty of care to those who do not have a place to call home, or are living in difficult circumstances and need somewhere to go. Many of our clients suffer with addiction, mental health, learning difficulties, most having experienced some kind of trauma in their lives. Our services means they have their everyday basic needs met and we build trust and respect and help them to address their barriers that are stopping them from moving forwards positively with their lives. Our objectives include helping them to be in a place where they are able to live independently in accommodation. Some clients we see every day over many years as we are their constant, others we see infrequently or even just on one occasion as they pass through the town. But the crux of our work is with long standing local people in the community. As the only organisation providing this support in Shrewsbury, and with a strong reputation for doing so, we continue to develop and enhance our work to continue this project. Whilst we provide direct support to those individuals who walk through our doors, our service also means that these people are not loitering on the streets of the town as much as they might be if our doors were not open. We know there are those who still do present themselves in the town, and people might not like to see them, but this would be far worse without our centre being open. At the heart of this are our volunteers, without whom we would not be able to deliver the support we do. They give their time, their skills, their humanity to us and our clients. We cover their expenses in so doing, and any necessary training to enable them to be part of our wider team safely and securely. Our project provides opportunities for those that can to give back to their local community in this way. Our volunteers are a great support to our small staff team too.

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

120

**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 measure success in terms of those people who are experiencing homelessness walking through our doors and accessing our services and support. Especially if they learn to trust us and start to see the GP, the counsellor, start considering housing options for example. Success is also helping move people into accommodation and helping them to stay there rather than them returning to a life on the streets. Beyond the individuals themselves benefitting we also benefit people from the parish of Shrewsbury by providing employment and volunteering opportunities. We have 60 volunteers, 6 Full Time Staff Members, 3 Part Time Staff Members. In terms of measuring the success of our volunteers we hold meetings with them to check how they are finding things, we record the number of hours that they give to us (though this is not a reflection of how much they enjoy their time with us but rather what time they can give), areas of the volunteering role they would like us to develop and train them to do. The fact that we are proud recipients for the Queens Award for Volunteering demonstrates that we do well at supporting and developing our volunteers.

**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 building insurance, public liability and indemnity insurances. Because of the nature of our clients we have to follow safeguarding policies. We also have alarm buttons and security systems in place in the building for staff and volunteers to use.

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

We have staff members with lived experience of homelessness, first aid, mental health training. Staff and volunteers are all trained to support their role requirements.

- 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*

Vulnerable Adults Safeguarding

Health and Safety

Equal Opportunities

CRB

Financial Reserves Policy

Volunteering

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

| Project Expenditure<br>Please list all items of expenditure for your project                          | Amount of Project |
|---|-------------------|
| Volunteer travel expenses @ £5 per day for 5 people per day 5 days per week = £6500                   | £6500             |
| Volunteer training @ £150 per person per year x 60 volunteers = £9000                                 | £9000             |
|   | £                 |
|   | £                 |
|   | £                 |
| <b>Total</b>  | <b>£15500</b>     |
| <b>Project Income</b><br>Please list how the project shall be funded                                  |                   |
| <b>Grants</b>   | £4500             |
| <b>Donations</b>  | £4500             |
| <b>Shop Sales</b>   | £4500             |
|   | £                 |
|   | £                 |
| <b>What is the difference?</b><br>This should be the same as the amount of Grant you are applying for | <b>£2000</b>      |

### 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 are always applying for income from a variety of sources to fund our services and will continue to do so.

### 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 continue to build relationships with grant making organisations and are moving towards a model of having longer term funding over 3 year+ which will help with planning and development. Because our community charitable organisation is a medium sized local charity we will always be seeking income from a variety of sources, this obviously includes our retail shop in town. In 2021 we purchased our own property with money saved over the past 10 years as we knew the need for our services would grow. We are proud to own this property outright now and to have the space to grow and develop our services as our community needs.

### Your Accounts

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

|                                       |                |
|---------------------------------------|----------------|
| Total Income                          | <b>£301861</b> |
| Less Total Expenditure                | <b>£85999</b>  |
| Surplus / Loss                        | <b>£30999</b>  |
| Savings (Reserves, Cash, Investments) | <b>£55000</b>  |

*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 Chair Trustees
- 2 Name Position Treasurer
- 3 Name ..... Position .....

**Any Other Information**

**Q17 Any other information which you consider to be relevant to your application.**  
We would welcome to invite members of Shrewsbury Town Council to visit our premises and see our work in action and meet our clients.

**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 Shrewsbury Ark.(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:

y, Postcode:

Telephone:

Signed: 

Date: 20 January 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: 20 January 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  
Riggs Hall  
The Library  
Castle Gates  
Shrewsbury  
SY1 2AS

Telephone: 01743 281010

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