



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)	To support the residents of Shrewsbury in reducing items sent to waste and recycling by encouraging, promoting and facilitating repair and re-use of their items	GRANT AMOUNT REQUESTED	£ 750
--	--	-------------------------------	-------

Contact Details

Q1 Name of organisation making application:

Shrewsbury Repair Cafe

Name of contact for this application

Title : Mr First Name: Peter Surname: Martin

Position held in the organisation: Volunteer Member / Grant Secretary

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: (X)
- Company Limited by Guarantee: () Company Number
- Other – Please specify:

Q3 When was your organisation established?

The Shrewsbury Repair Cafe was established in 2017

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 Shrewsbury Repair Cafe meets on the 3rd Saturday of each month at the United Reformed Church on English Bridge, Shrewsbury. It has 10-12 volunteer members, each with skills and experience in their respective fields, that aim to repair a diverse range of domestic items brought in by the members of the public. Each item is assessed and if a repair is possible then either the person is shown how to repair their item or a member of the team repairs it for them. Advice is given where possible if an item cannot be repaired at the Repair Cafe. Donations are encouraged from the public to cover costs. (see additional information sheet)

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

Follow the objectives and ethos of the world wide Repair Cafe Organisation

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

Please state which and attach a copy:

Constitution

Q7 What is your primary source of funding?

The volunteers have self funded the project since its establishment but donations are welcome from members of the public

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.

In recent months the Shrewsbury Repair Cafe has relocated to more accessible and suitable premises at the Shrewsbury United Reformed Church and aim to build on its growing reputation. We aim to be able to repair more items and promote its ethos. In times when the cost of living is a crisis for many, reducing the need to replace items is a priority and service we aim to grow. We aim to increase our volunteer base and establish greater links with the wider Shrewsbury community

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.

Many domestic items are sent to land fill or recycling once they are found to be not working or broken. By promoting and encouraging repair, we discourage this practice and reduce the environmental damage by the residents of Shrewsbury. On average the team repair around 30-35 items each month that would otherwise have been disposed of. By providing instruction in repair, we promote the reuse of items by the public.

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

30-40 each month

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?

Items are either repaired or advice is given on their items. Increase in items being brought into the Repair Cafe will show its increasing need and success of the project.

Satisfaction Survey and Impact on Environment Survey

We aim in 2023 to have more workshops on common repairs and common maintenance of items which we hope will encourage more people to repair their items or properly maintain their items which will benefit a greater number of people than we can host at the normal Repair Cafe

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

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

All the volunteer repair team have many years of experience and skills in their respective fields of expertise.

No volunteer is expected to attempt a repair beyond their capabilities or recognised skill set

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*

Volunteer Policy & Agreement

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 £
	Not Applicable	

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 £..... 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
Annual Rent for premises	£ 540
Recalibration of testing equipment	£ 100
Laptop for IT use	£ 350
Public Liability Insurance	£ 110
Sundry expenses and Consummerables	£ 150
Total	£
Project Income Please list how the project shall be funded	
Donations from members of the public	£500
	£
	£
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£750

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 Shrewsbury Repair Cafe has been sustained from donations from the public and the good will of its

 Volunteer Team who provide equipment and many consummerables at their own expense. This will continue

 but without additional initial funding the project may not expand and it may need to relocate to less accessible

and suitable premises
.....
.....

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?

The Repair Cafe intends to introduce workshops on common repairs and maintenance which will increase its income. In addition, as the Repair Cafe's reputation grows we aim to seek sponsorship from local businesses that value and share the ethos of the Repair Cafe
.....
.....

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)	£

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: TBC

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 TBC Position

2 Name TBC Position

3 Name TBC Position

Any Other Information

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

See additional sheet

.....

.....

.....

.....

.....

.....

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 Shrewsbury Repair Cafe.....(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: Shrewsbury Repair Cafe Coordinator

Title First Name: Surname:

Organisation address:

.....

.....

..... Postcode:

Telephone: 01.....

Signed: Date: 21.1.2023

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: 21.01.2023

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:

Constitution.
Volunteer Policy.
Supporting Document.

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**